

**EXECUTIVE DIRECTOR
ATHLETICS ONTARIO, TORONTO, ON**

Athletics Ontario (AO) is the not-for-profit sport governing body for Athletics (track and field, cross country, road running and race walking) in Ontario. As a member of Athletics Canada, we are an athlete-centred, club and community-based, volunteer-driven organization committed to athlete development. Our key goals are to promote and encourage participation from the grass roots level through to the very highest level of proficiency; to assist coaches, officials and club executives in fulfilling their goals; and to establish an authority which can voice the concerns and desires of members to the appropriate bodies.

As the most senior staff member, you will be directly accountable to the Board of Directors, for the organization's consistent achievement of its strategic and financial objectives. You'll provide leadership and executive management for the efficient and effective operation of AO, working with the Board within the policies and operating framework of the organization. As well, you will be responsible for all AO activities including governance best practices, operational leadership, financial and risk management, partnership development, revenue generation, and human resources.

As the first line of contact for member stakeholders, community partners, funders, media and the public, you possess written and verbal communication skills required for this role. In addition to your proven management skills you have:

- a bachelor's degree in sports management or related field
- 10 or more years of progressive management experience in the not-for-profit sector
- an understanding of the statutory obligations of incorporated not-for-profit organizations
- experience working with not-for-profit boards and supporting them in all of their governance responsibilities
- developed and delivered multiyear operational plans
- identified and developed successful programs and revenue opportunities
- demonstrated leadership and team building skills
- experience with office administration
- financial analysis capabilities, including skills for the creation and management of budgets
- experience writing proposals, grant applications, and reports -- public or private
- a sound understanding of the Canadian sports delivery system and government funding models
- superior key stakeholders relationship building skills to ensure delivery of initiatives and programs
- demonstrated experience in fundraising and soliciting sponsorships
- a customer service driven approach to business
- ability to be front and center promoting Athletics Ontario as 'the sport'

With approximately 4,800 members and 120 clubs, you will be responsible for an annual budget of approximately \$800,000, four (4) full-time staff, and three (3) contract staff based in Toronto.

Your salary will commensurate with your qualifications and related experience. Benefits include health, group life insurance, and disability insurance.

If you are interested in exploring this opportunity, submit a covering letter and résumé in confidence to the AO HR Committee on or before **Friday, October 7, 2016**:

c/o Athletics Ontario
3701 Danforth Ave.
Scarborough, ON M1N 2G2

or

edsearch@athleticsontario.ca

Applicants should reference 'AO Executive Director Search' in all correspondence and ensure that their documents address the qualifications set out in the posting.