

SQUASH BC - EMPLOYMENT OPPORTUNITY

EXECUTIVE DIRECTOR

Squash BC is seeking a strategic, collaborative, and engaging individual to take on the role of Executive Director. The Executive Director will lead the organization to execute the Strategic Plan, while overseeing the staff, contractor, and volunteer team.

This is an exciting time to join Squash BC. Over the past several years, Squash BC has endeavoured on an ambitious **Growth Initiative** that has had significant impact across the community. In 2023, Squash BC saw a 21% increase in annual revenue and a 182% increase in grassroots participation. Our new Executive Director will be responsible for the continued growth of our organization, through program and event delivery, as well as community engagement and revenue generation activities, in an effort to further develop the sport.

With squash recently announced as an Olympic sport for the LA 2028 Games, the opportunity to capitalize on public awareness has never been greater.

Organization Profile

Squash BC is the Provincial Sport Organization that governs the sport of squash in British Columbia. Together, our Board of Directors, Staff Team, and community supporters work towards our mission to grow, promote, and support the sport of squash throughout BC. Squash BC has collaborative relationships with our governing bodies Squash Canada, viaSport, and Sport BC, as well as our community and corporate partners.

The BC squash community is a passionate and growing group. With approximately 2,500 individual members and a facility network of over 30 member clubs across the province, squash participants regularly engage in our tournaments, leagues, and programs. Squash BC works to connect this community and support its growth and development.

Guided by our [2023-28 Strategic Plan](#), Squash BC's key priorities are to:

- Grow & Promote Our Sport
- Support & Engage Our Community
- Develop & Protect Our Infrastructure

Our Plan also ensures the organization has the strong foundation of an effective team, sustainable financial resources, and a sound governance structure.

Our Organizational Values are:

- **Access & Inclusion:** We ensure our sport has an accessible and inclusive environment for all participants
- **Collaboration:** We develop, foster & facilitate relationships in our community that support the growth and betterment of our sport
- **Growth Mindset:** We take action and capitalize on opportunities to increase participation, develop infrastructure, and grow our sport
- **Innovation & Sharing:** We build industry-leading programs, services, and resources that can be leveraged by our community and partners
- **Service Excellence:** We enhance the experience of our stakeholders and community members across all our operations

Key Responsibilities

The Executive Director provides visionary and strategic leadership for the organization. Reporting to the Board of Directors, the Executive Director leads the organization's operations including the management of two full-time and two part-time staff, as well as contractors, interns and volunteers. This is a full-time position with a wide range of responsibilities including:

Strategic Leadership

- Provide strategic leadership, to achieve the goals of Squash BC's Strategic Plan, as well as its mission and vision
- Continually monitor, track and report on progress being made towards the Strategic Plan, identifying areas of improvement and concern as and when required
- Work with the Board of Directors to develop future Strategic Plans, as required

Team Leadership

- Manage Squash BC's staff, contractors, and volunteer team
- Mentor and develop team members to meet and exceed their goals
- Evaluate team members through annual performance reviews
- Evaluate staff team model for optimal performance and achievement of goals
- Hire and train new team members, if required

Finance & Revenue Generation

- Develop annual operating budget for approval by the Board of Directors
- Manage the organization's financial operations in adherence with the approved budget
- Generate revenue through established and new sources of funds (membership, grants, donations, corporate partnerships and sponsorship, programs & events)

- Work alongside the BC Amateur Sport Fund to manage Squash BC's fundraising projects, ensuring all policies and procedures for utilizing donations are followed
- Ensure effective stewardship of generated funds

Operations, Programming & Events

- Create annual operational plans, based on the priorities and targets of the Strategic Plan
- Manage the day-to-day operations of the organization
- Oversee the management of Squash BC's programs and events
- Ensure Squash BC's programs are deployed effectively towards their goals to grow and develop the sport
- Find opportunities to develop new programs, events, and initiatives

Communications & Community Relations

- Engage Squash BC's membership and community through regular communications
- Represent the organization at community events and public appearances
- Identify and capitalize on opportunities to further engage the Squash BC membership and community-at-large

Relationship Development & Management

- Develop and foster strong relationships with Squash BC's governing bodies, facilities, partners, sport ambassadors, volunteers & community members
- Identify and form new partnerships that support the growth and development of the sport

Governance

- Support the Board and its Committees to govern the organization and to achieve the objectives of Squash BC
- Manage the administration of all Board meetings, including the timely preparation and circulation of relevant documentation and resources
- Lead the planning and delivery of Squash BC's Annual General Meeting
- Attend regular Squash Canada meetings and advocate for the needs of the BC squash community

Reporting & Administration

- Regularly report on operations, financials, metrics, and initiatives to the Squash BC Board of Directors
- Develop and distribute Squash BC's Annual Report
- Ensure all governing body and funding agency reporting requirements are met
- Additional administrative responsibilities, as needed

Candidate Profile

A successful candidate for Squash BC's next Executive Director would possess a wide range of competencies and background experience, preparing them for the variety of situations and responsibilities they will encounter in the role. As the leader of a small team, the Executive Director needs to have an eye on the big picture strategy of the organization, while also handling operations directly and through supervision. Most importantly, they need to connect with Squash BC's mission and be passionate about working towards it.

As ideal candidate would possess the following core competencies and background experience:

Core Competencies

- **Leadership:** Able to effectively guide and motivate a team.
- **Collaboration:** Able to work together with a variety of stakeholders towards a shared goal.
- **Communication:** Able to effectively communicate through a variety of mediums.
- **Project Management:** Able to design and see through a project to completion.
- **Organization & Time Management:** Able to prioritize and organize a wide range of projects and tasks.
- **Passion:** Motivated by a passion to help the organization achieve its goals.

Background Experience

- 5+ years of sport or not-for-profit industry experience, with 2+ years in leadership role
- Post-secondary education in sport management, business, recreation, or a similar field
- Strong business & financial acumen, including an understanding of not-for-profit financial management and reporting
- Demonstrated success in fundraising, sponsorship acquisition, grant writing, or other revenue generating activities
- Strong understanding of not-for-profit governance and risk management
- Experience leading a small team
- Excellent interpersonal, communication, and presentation skills
- Knowledge of BC's sport sector
- Strong software literacy. Experience working with the Google Workspace Suite, Wordpress, Slack, and tournament management software would be considered an asset
- Prior experience working in squash (or a similar sport) is not required, but would be considered an asset

Compensation & Benefits

Squash BC offers a competitive compensation package including:

- Base annual salary between \$75,000-85,000, with opportunities for growth
- Targeted bonus program
- Health and dental benefits
- RRSP matching program
- Cell phone and travel allowances

Squash BC offers a hybrid work environment, with staff time split between our central Vancouver office (4867 Ontario Street, Vancouver, BC, V5V 3H4) and a work-from-home environment.

Application Instructions

Interested candidates should submit their application, including a resume and cover letter by email to searchcommittee@squashbc.com by **August 16, 2024 at 5:00 PM**. Candidates may be screened on a rolling basis prior to the application deadline, so early applications are encouraged.

We thank all applicants for their interest. Only those selected for an interview will be contacted.

Squash BC is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, or disability.

Squash BC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Please email searchcommittee@squashbc.com should you require any accommodations in order to submit your application.

Learn more about Squash BC by visiting squashbc.com