

## **Executive Director**

### **Wheelchair Sports Alberta Association – 1 Year Contract Employment Opportunity**

Wheelchair Sports Alberta Association (WSA) is the Provincial Governing Body for wheelchair sports opportunities within the Province of Alberta. WSA is a registered non-profit charity whose mission is to facilitate sport opportunities for the club and individual members, from the grass roots level through to the highest of elite level proficiency in the areas of athletic competition, technical development, leadership, and integration.

WSA provides five core sports of concentration that include Wheelchair Basketball, Wheelchair Rugby, Wheelchair Athletics, Wheelchair Tennis, and Para Ice Hockey. Along with these core sports WSA also offers a comprehensive getting physically active program called Bridging the Gap.

As the most senior staff member of the organization, 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 WSA, working with the Board within the policies and operating framework of the organization. As well, you will be responsible for all WSA 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 stakeholders, community partners, funders, media and the public, you possess written and verbal communication skills required for this role. In addition to your project management skills you will have:

- a bachelor's degree in sports management or related field (equivalencies may be considered)
- a minimum 5 years of management experience working in the not-for-profit sector
- an understanding of the statutory obligations of incorporated not-for-profit organizations & charities
- experience with volunteer boards and a demonstrated understanding of not-for-profit governance
- financial analysis capabilities, including skills for the creation and management of budgets, advanced bookkeeping, and audit experience
- experience identifying and developing successful programs and revenue opportunities
- experience writing detailed proposals, grant applications, and reports -- public/private
- a sound understanding of the AB & Canadian sports delivery system, especially government funding models
- successfully managed stakeholder groups across the private and public sectors
- demonstrated experience in fundraising and soliciting sponsorships
- a customer service driven approach to business
- experienced Microsoft office tools, and management of personnel (leading and motivating teams)
- ability to be front and center promoting WSA

In addition to your comprehensive management skills you will be responsible to oversee all staff both permanent full time and seasonal part time.

Your salary will be commensurate with your qualifications and related experience. Benefits include a comprehensive health, group life insurance, and disability insurance package. This position will be to fill a 1-year contracted role. There is no guarantee of extension.

If you are interested in exploring this opportunity, please submit a detailed covering letter and résumé along with 3 professional references and Salary Expectation outlining your qualifications and experience on or before Wednesday, September 29, 2021.

Wheelchair Sports Alberta Association  
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Executive Director  
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Applicants should reference 'WSA Executive Director Search' in all correspondence and ensure that their documents address the qualifications set out in the posting.

