



November 2018

**Position: Executive Director**

**Location: Calgary, Alberta**

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Alberta Freestyle Skiing Association (“Freestyle Alberta”) is a non-profit organization which supports the development of freestyle skiers in Alberta from a grass roots level right through to the national level.

The vision, mission and values, as defined by our membership, serves as the guideposts in how Freestyle Alberta leads the growth, development, and management of freestyle skiing for the benefit of Alberta athletes. Freestyle Alberta has over 900 members from 16 clubs across the province and oversees two high performance Provincial Teams (Slopestyle/Half Pipe and Moguls). The provincial office is located in Calgary.

### **Role Overview**

Freestyle Alberta is currently seeking a highly motivated and skilled individual to lead the organization. Reporting to the Board of Directors, the Executive Director is responsible for leading and managing all aspects of Freestyle Alberta’s operations in accordance with the strategic direction set by the Board. The Executive Director will manage day-to-day operations and administration including being the key point of contact for athletes and families, member clubs, coaches, volunteers, and other key stakeholders along with planning and supporting the delivery of the annual schedule including competitions, courses, and camps.

### **Qualifications & Experience**

Freestyle Alberta is seeking the best candidate and is open to considering a wide variety of past experiences and qualifications. The ideal candidate is a proven leader with the following key attributes:

- A strong ability to operate autonomously while remaining accountable for achieving organizational objectives
- Superior interpersonal, organizational and communication skills: written, verbal, and presentation
- Some knowledge of the provincial sport system either directly with Freestyle Alberta or another provincial sport organization
- A developing strategic leader
- Knowledge of accounting and bookkeeping
- A tech savvy individual who can leverage different tools and systems for efficient administration and promotion via social media
- Experience with grant/fund development is an asset
- Ability to work a flexible schedule which will include some weekends and evenings
- A valid driver’s license (some travel throughout the province required)



The successful applicant will ideally have the following qualifications:

- Post-secondary degree or equivalent
- 3-5 years in a leadership, sport administration, business management, and/or communications position
- Previous experience working in a sports related organization and/or a keen passion for freestyle skiing
- An understanding of non-profit governance and experience working with a volunteer Board of Directors

### **Roles, Responsibilities, and Key Accountabilities**

- Leadership
  - Participate in the development of the strategic plan for the organization
  - Develop an operational plan which incorporates the goals and objectives of the organization's Strategic Plan
  - Key resource and leader of a team of athletes and families, coaches, and volunteers
  - Maintain and enhance relationships with partner organizations (Freestyle Canada, Alberta Sport Connection)
- Sport Development
  - Lead the planning and support the delivery of freestyle skiing events within the province
  - In conjunction with Freestyle Canada, plan and support the execution of an annual schedule of courses for coaches, judges, and officials to support pathway development in each area
  - Manage and build the Freestyle Alberta brand while ensuring the sport promotional requirements, media liaison, and the governing body responsibilities are met
- Financial/Administrative
  - In partnership with the Treasurer, develop and manage the organization's budget, grant agreements, events/courses finances, and Provincial teams' expenses & fees to ensure that all activities are tracked, stewarded, and are auditable
  - Administer the business of Freestyle Alberta including bank accounts, invoices, payments, and general ledger activities in conjunction with bookkeeping resources and the Treasurer
  - Diversify revenue sources through new and existing partnerships
  - Participate and coordinate support to all Sub-Committee and Board of Director Meetings
  - Oversee the planning and staging of the Annual General Meeting



- Communication
  - Manage and enhance the level of communication through written and social media to our membership and external stakeholders
- High Performance Teams
  - Oversee the high performance Provincial Teams in conjunction with the coaches

This is a permanent full time employment position with opportunities to work a flexible schedule. Salary is commensurate with experience and qualifications. If you are ready to lead our provincial organization, please submit your cover letter, resume, and salary expectations to [hello@freestylealberta.ski](mailto:hello@freestylealberta.ski) with both Shawn Dawson ([shawn.dawson@sap.com](mailto:shawn.dawson@sap.com)), Vice Chair, and Troy Minogue ([minoguetroy@gmail.com](mailto:minoguetroy@gmail.com)), Treasurer, copied on the e-mail. All applications will be treated as strictly confidential and will not be discussed outside of the hiring committee. Applications close at 5pm MST on **Friday, November 23, 2018**. We thank all applicants for their interest in the position, however only those selected for an interview will be contacted.