



## **Director of Operations & Community Curling Centre Development Job Description & Posting**

Curling Alberta's Director of Operations & Community Curling Centre Development will oversee programs, initiatives, communications, and public relations, and other duties as assigned by the Executive Director. There will be a significant focus on assisting to develop and lead club and community development strategies and initiatives. In conjunction with the Executive Director, this position will be relied upon to provide leadership in the organization and take over responsibilities of the Executive Director in his/her absence.

### **Club and Community Support & Partnership Building**

- Work with Curling Alberta's Executive Director to develop a strategy to effectively drive increased participation for all ages and abilities by building partnerships and providing or supporting relevant programs and services;
- Support member clubs and partner organizations to operate effectively to achieve
- Work with Curling Alberta's Advocacy Committee to lead advocacy efforts to increase awareness and to influence policymakers to benefit our communities and our sport;
- Visit clubs, facilities, specials events, leagues, and programs regularly, and attend competitions;
- Work to develop partnerships with organizations/people that deliver, fund, or benefit from curling activities (e.g.- municipal sport councils, sport institutes and schools, sport development centres, media, private sector, etc.);
- Liaise closely with Curling Alberta's Excel Program Director to establish clear linkages to retention and sport for life opportunities.
- Increase membership through improved value proposition, program, and service offering;
- Build a stronger relationship with community and expand of the linkage to health and wellness and education.

### **Strategic Initiatives**

- Assist with the review and implementation of the TA strategic plan, and interact with partners to ensure strategic alignment;
- Work with public and private partners to ensure a diversified and sustainable financial model, provide accountability for the funds, meet or exceed key performance indicators (KPI's) and report back to funders;
- Apply entrepreneurial expertise and creativity to assist and lead the development of programs and initiatives that maximize opportunities for revenue generation based on a self—sustaining business model.

## **Marketing and Communications**

- In conjunction with Curling Alberta's Admin & Communications Coordinator and Executive Director, create and execute an annual media and marketing plan;
- On a day-to-day basis, assist with the management of the organization's communications, media relations, marketing, website and social media plans/strategies.

## **Financial Management**

- Prepare, manage, and report against assigned program budgets;
- Report quarterly variances and re-forecast as necessary to ensure operational changes and revisions to service and program offerings can be accomplished within the funding capacity;
- Lead fund development activities as assigned and deliver on established revenue targets.

## **Operations**

- Assist the Executive Director to develop, monitor, and implement the Board-approved annual business plan;
- Work with the Executive Director to ensure effective personnel strategies and plans are in place for staff, volunteers, and other partners;
- Work with the Secretary, Executive Director, and other Curling Alberta committees to ensure that accurate and current information is available for Board deliberations;
- Assist the Executive Director to manage and develop the organization's staff, coaching each employee to achieve his or her annual objectives and KPI's.

## **General Duties**

- Assist the Executive Director to implement best practices and technologies for the organization and work closely with the technical, management, and administrative staff to deliver the exemplary programs and services required to fulfill the values and mandate of the organization;
- Assist to ensure all aspects of Curling Alberta's activities are developed and implemented in a manner consistent with its values of inclusivity, community development, fiscal responsibility, and innovative leadership, and that they adhere to the highest standards of ethical conduct;
- Assist to build a culture of excellence and professionalism in the delivery of programs and services for athletes, coaches, parents, officials, volunteers and other key stakeholders;
- Attend Board meetings as requested by the Executive Director and ensure appropriate and timely implementation to implement Board policies.

## **Education, Experience and Skills**

- An undergraduate and/or graduate degree in a related field such as Physical Education or Sport Administration and a minimum of five years of experience in a management or leadership position, or an equivalent combination of related education and experience.
- Knowledge of the sport for life system, with a priority given to curling, including the role sport plays in the health agenda of the provincial government.
- Experience managing an organization, facility, department or division, and a thorough knowledge of not-for-profit governance practices and management principles including proven experience working with volunteers is a significant asset.

- Knowledge of:
  - provincial and national sport systems;
  - the role provincial and federal governments play with provincial sport organizations, major games, and events;
  - national and international sport organizations.

### **Personal Characteristics**

- Strategic- Demonstrates an understanding of the link between his/her job responsibilities and the overall organizational goals and needs, and performs the job with these broader goals in mind; develops and implements a functional plan to achieve the organizational strategic direction.
- Management Skills- Displays the ability to integrate Executive Director direction, manage program budgets, and assists to develop an excellent staff. The Director of Operation's integrity will enable partners, Board members, and staff to have confidence in his/her leadership through effective decision-making.
- Political Acumen- Diplomacy and tactfulness in dealing with politically and/or culturally sensitive issues, both internal and external. Can identify and navigate political implication of decisions and actions.
- Communications- Clearly presents written and verbal information. Communicates effectively in both positive and negative circumstances.

### **Hours, Nature of Work, and Compensation**

- This is a full-time salaried position with variability in the work schedule, including evenings, weekends and some travel requirements to conferences, meetings, and events.
- There is potential for flexibility with respect to the location and work setting for this role, to be considered on a case-by-case basis. The incumbent will be expected to reside within the boundaries of Curling Alberta.
- The incumbent will be required to provide his or her own reliable transportation.
- He or she will be reimbursed for related expenses including meals, parking and supplies as per Curling Alberta's expense policies.
- Salary will be negotiated depending on the incumbent's experience and qualifications but will range between \$52,000 to \$70,000 annually.

To apply, please send a resume and cover letter to Curling Alberta's Executive Director, Jill Richard, at [jill.richard@curlingalberta.ca](mailto:jill.richard@curlingalberta.ca) by December 7, 2018.