



Squash Alberta is seeking an Executive Director to serve an 8-month contract (April – December 2018) covering the current employee's parental leave period.

Squash Alberta was established in 1967 and is the governing body for the sport of squash in Alberta. The role of Squash Alberta is to promote and facilitate the development of squash for all Albertans. The provincial office is located in Calgary, Alberta, and it is expected that staff will operate out of this office.

The Executive Director reports to the Executive Committee through the President, and is responsible to successfully lead and manage all aspects of Squash Alberta's operations in accordance with the strategic direction as set by the Board of Directors. In addition to demonstrating high caliber leadership skills, the successful candidate will have a strong understanding of the Alberta sport system and proven experience in a not-for-profit environment.

**Qualifications/Skills:**

- Strong communication skills (both verbal and written) and interpersonal skills; effective at managing relationships with key stakeholders;
- Experience in developing and implementing policy guidelines with a solid understanding of effective governance for not-for-profit organizations;
- A post-secondary degree or a diploma in a related field (Business, Health Sciences, Recreation, etc.) or a combination of education and work experience will be acceptable;
- Experience in grant applications and fund development initiatives;
- Financial management experience;
- Experience overseeing staff and working within a team environment;
- Ability to plan, develop and execute strategic business plans;
- Computer proficiency and a solid knowledge of Word, Excel, Access, PowerPoint, and Outlook
- A valid driver's license (some travel throughout the province required);
- Knowledge of squash considered an asset;

This is a full-time, contract position. Remuneration is commensurate with experience and qualifications. The successful candidate must complete a police record check as part of the requirements of this position.

Please submit your cover letter and resume, along with salary expectations to Mr. Tim Landeryou, Executive Director, Squash Alberta on or before February 15, 2018.

Electronic submissions preferred: [tim@squashalberta.com](mailto:tim@squashalberta.com) (Single-file attachment only please)

Hard-copy submissions: Squash Alberta  
3414 – 3<sup>rd</sup> Avenue N. W.  
Calgary, AB T2N 0M4  
Attention: Mr. Tim Landeryou

Squash Alberta thanks all applicants for their interest; however, only those selected for an interview will be contacted.