



SOFTBALL BC - EXECUTIVE DIRECTOR

FULL TIME POSITION

Post Date: May 19, 2021

Application Deadline: June 15, 2021 by midnight

Position Start Date: Will depend on availability of successful candidate

Compensation: Based on experience

THE OPPORTUNITY

If you are passionate about leading a fast-paced, provincial sport organization, we have an excellent opportunity for you! Softball BC is looking for a dynamic Executive Director to lead their team.

ABOUT THE ORGANIZATION

Softball BC is a not-for-profit organization, founded in 1948, and recognized as the provincial governing body responsible for the development and promotion of softball in British Columbia. With nearly 100 softball member clubs spread throughout the province, we provide programming and competitions for youth and adults.

Softball BC conducts its business on the traditional and unceded territories of the Katzie and Kwantlen First Nations according to the following principals:

Mission Statement

To govern, lead and develop the sport of Softball in British Columbia

Vision Statement

Softball for Everyone!

Value Statement

Softball BC seeks to build a fun, fair and safe environment for all participants to enjoy the game at any level

RESPONSIBILITIES

The ideal candidate will be a dynamic and energetic leader, passionate about promoting softball through collaboration with the various local, provincial and national stakeholders. Ideally, you will have a minimum of five years previous experience working in a volunteer membership sport environment; you are an excellent communicator and well versed with all aspects of human resources and financial management.

Reporting to the President, you will lead and manage a staff of five and work closely with the Board of Directors and various advisory committees.

The Executive Director (ED) is the key leadership position for Softball BC and the face of the organization to the membership and all external organizations, working closely with Softball Canada and the other Provincial and Territorial Softball organizations. Under the direction and guidelines set by the Board of Directors, the ED is responsible for the implementation of Board policies and is accountable for all organizational performance such as; development and oversight of operational committees; building and expanding positive relationships with volunteers, officials, partner organizations, and sport organizations at all levels.



Core Success Factors

- Support the Board of Directors to govern and achieve the objectives of Softball BC
- Work with the board to create and evaluate the Strategic Plan, develop and implement annual operational plans to support that plan
- Liaise with association partners, vendors, and suppliers.
- Generate and manage revenue through various sources
- Manage budgets and financial planning to ensure sustainability of Softball BC operations
- Ensure that the organization's operations and budgets align with the strategic priorities and goals.
- Negotiate contracts, MOU, and agreements.
- Motivate and inspire staff and contractors of the organization.
- Provide leadership and develop positive working relationships with all staff
- Create a motivating and effective team environment among staff, Board members and volunteers.
- Develop, Plan and Deliver Programs which support Softball BC Mission, Vision and Value statements

QUALIFICATIONS

- Post-secondary education in business administration, sport/recreation management, marketing/communication and/or equivalent experience
- Significant experience in a not-for-profit environment and experience with volunteer boards and committees.
- Excellent organizational skills, able to multi task and meet deadlines with no impact on performance
- Strong understanding/knowledge of budgeting and financial management.
- Knowledge of strategic planning and ability to lead strategic planning processes.
- Proven leadership ability within a team setting.
- Excellent communication, organizational skills, and attention to detail.
- Display the following strengths - problem solving, commitment to excellence, collaboration, accountability, innovation, vision, and adaptability.
- Being knowledgeable of softball would be advantageous but not required.
- Successful candidate will have flexibility in their work schedule (able to work some evenings and weekends) and will require some minor travel
- Experience with MS Office including word processing, database, spreadsheet, and presentation software.
- Familiarity with technologies used to improve communication to various stakeholders such as but not limited to social media, websites, zoom, live streaming.

Candidates who do not meet the entire list of qualifications may be considered for this position, but all applicants should meet the majority of the criteria and have a strong background and experience relevant to the Executive Director role.

Qualified applicants are asked to send their letter of interest, along with a resume detailing why they are suitable for this position, possible start date, references and compensation expectations in confidence to accounting@softball.bc.ca or by mail to Softball BC Unit #201, 8889 Walnut Grove Drive, Langley BC V1M 2N7 marked CONFIDENTIAL by June 15, 2021. No phone calls please.



www.softball.bc.ca

We thank all applicants for your interest in a career with Softball BC, however, only those selected for an interview will be contacted.

For further information about our organization please visit www.softball.bc.ca