



## Water Polo Canada Chief Executive Officer Job Description

### **SUMMARY AND PURPOSE:**

Water Polo Canada is searching for a Chief Executive Officer who can continue to build upon the organization's strong foundation while also advancing the organization to meet its future needs, opportunities, and challenges. The successful candidate will maintain the important relationships established with national partners and provincial/territorial associations, while strategically positioning the organization for ongoing success.

### **THE ORGANIZATION:**

Water Polo Canada is the national governing body for water polo in Canada. The sport, which is the oldest team sport in the Olympics, counts on the support of dynamic clubs and provincial sport organizations. The Organization is made up of competent and passionate athletes, volunteers, staff members, coaches, and referees. All are guided by a common love for the sport and our fundamental values to provide athletes with positive experiences and successes and share the joys and benefits of water polo with many more Canadians.

**Our Purpose:** Provide positive water polo experiences.

**Our Vision:** Achieve international and domestic excellence.

**Our Mission:** Build an exemplary water polo culture

### **Our Values:**

- We lead and communicate with intent.
- We collaborate with purpose.
- We act with integrity.
- We inspire and foster achievement.
- We help people to grow as individuals and celebrate their accomplishments.
- We embrace change.
- We steward a safe and inclusive environment.
- We prioritize our participants when we plan.  
We are accountable to our stakeholders.

Water Polo Canada's strategic plan is centered around **3 strategic goals:**

1. Achieve Sustainability and Growth
2. Meet Performance Targets
3. Elevate the Impact of our Sport

The full strategic plan for 2024-2029 can be found [here](#).



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### **SCOPE AND ACCOUNTABILITY:**

The Chief Executive Officer is responsible for the strategic leadership of Water Polo Canada and oversees the development and implementation of the strategic plan, financial planning and management, human resource planning, member and partner relationship engagement, all programs and services, communications, marketing and revenue generation.

The Chief Executive Officer reports to the Board of Directors through the President of Water Polo Canada and works collaboratively with the Board to fulfill the organization's mission.

### **DUTIES AND RESPONSIBILITIES:**

#### *Supporting Board Governance*

- Champions best practices recognized by the Canadian Sport System in the areas of Safe Sport, diversity and inclusion.
- Supports the Board of Directors, enabling them to provide oversight and make informed decisions by communicating regularly, by reporting at monthly meetings and by working closely with committees.
- Participates with the Board in developing the vision and strategic plan to guide Water Polo Canada.
- Executes legal documents in conjunction with the President/Officers of Water Polo Canada.
- Informs the Board of any risks or significant changes to the organization and advises on trends and issues - internal and external to Water Polo Canada.

#### *Strategic Leadership and Planning*

- Oversees the management team and provides leadership to staff in order to implement approved plans and achieve the goals set out in those plans.
- Is responsible for the development and implementation of WPC's strategic plan, annual operational plans and staff work plans, and provides the Board of Directors with regular progress updates.
- Carries out the policies and directives of the Board of Directors and administers the day-to-day duties of the organization.
- Ensures appropriate operational policies and procedures, both general and specific to sport programs, are developed, implemented and regularly reviewed and revised.
- Contributes to conversations and initiatives within the larger Canadian Sport System and maintains a working knowledge of international trends and developments in water polo.

#### *Financial Planning and Management*

- Is responsible for the overall fiscal integrity of Water Polo Canada, including the development of an annual operating budget aligned with strategic priorities for approval by the Board.



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- Operates within approved budgets and ensures financial policies and controls are in place and implemented.
- Provides quarterly income statements to the Board and ensures that audited financial statements are produced annually.

### *Human Resource Management and Administration*

- Establishes and maintains a work environment that attracts and retains a diverse staff and top-quality people whose behaviors align with the values of Water Polo Canada.
- Provides leadership and supervision of employees, with a focus on professional development, performance management and succession planning.
- Ensures there are appropriate staffing and resources to fulfill Water Polo Canada's initiatives and that clear accountability processes and best practices are in place and effectively utilized.
- Administers the national office, including record and document management.

### *Relationship Management and Advocacy*

- Fosters strong and meaningful relationships with WPC's Member Provincial Sport Organizations, as well as key sport partners at the domestic (Sport Canada, Own the Podium, Canadian Olympic Committee, Aquatics Canada) and international (World Aquatics [FINA], Pan Am Aquatics) levels through engagement.
- Represents the organization at domestic and international events.
- Ensures that all requirements of funding partners are met.

### *Program and Event Management*

- Ensures the programs and services offered by Water Polo Canada, and events hosted by Water Polo Canada, contribute to the organization's vision and mission and reflect the priorities of the Board of Directors.
- Ensures continual review of programs and services to support the needs of the membership and to meet the goals identified in the strategic plan.

### *Communications*

- Serves as the primary spokesperson and ambassador for WPC and works proactively with the media.
- Promotes and represents Water Polo Canada in the community, consistently publicizing the activities, products and programs of the organization relative to its mission, according to established protocols.
- Solicits input and perspective on key issues and projects, builds consensus and finds the common ground in resolving issues.
- Serves as the official languages officer to ensure that communications are conducted in both official languages.

### *Marketing and Revenue Generation*

- Operates the organization as a business.



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- Produces a revenue generation plan that includes grants, sponsorships, services and fundraising.
- Oversees fundraising implementation and maintain relevant records.
- Is responsible for ensuring the WPC brand and messaging is consistent across the country and integrated into all marketing and communications.
- Coordinates the advertising, promotion, and public relations activities to ensure growth of WPC brand and participation.

### **THE CANDIDATE:**

The successful candidate should be ready to assume the position in January 2025 and oversee the day-to-day operations of the Ottawa office. The ideal candidate will possess some winning combination of the following qualifications, skills and competencies:

### ***Qualifications and Experience***

- University Degree, College Diploma or equivalent professional experience
- 5-10 years proven senior leadership experience, preferably with non-profit management experience
- Knowledge and understanding of the Sport System at the international, national, and provincial level
- Demonstrated effectiveness in all aspects of operational management including financial, human resources, communications, program and partnership management, marketing, revenue generation and operational oversight

### ***Skills, Knowledge and Competencies***

- Excellent oral and written communication skills
- Strong interpersonal and team building skills
- Ability to work effectively with a Board of Directors
- Ability to build and manage internal and external stakeholder relationships
- Ability to think strategically, set priorities and set plans to achieve goals
- Proficient in the use of computers, video and personal technology (Microsoft office 365, Word, Outlook, Microsoft Teams, Zoom)
- Proficiency in French (speaking and writing) is preferred
- Understanding of team sports is an asset

### ***Requirements***

- Must be eligible to work in Canada
- Must be able to meet all requirements for International travel

### ***Salary***

Commensurate with experience and in line with that of CEO of a non-profit national sport organization.



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### **CONTACT INFORMATION:**

Confidential submission of a cover letter and current resume should be forwarded to Kathleen Dawson, Water Polo Canada President, at [kdawson@waterpolo.ca](mailto:kdawson@waterpolo.ca) by **October 28, 2024**. Please indicate: CEO Water Polo Canada in the subject line. While we thank all applicants for their interest only those selected for an interview will be contacted, beyond receiving acknowledgement of receipt of their application.

Water Polo Canada is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, ancestry, place of origin, colour, ethnic origin, creed, gender, sexual orientation, age, marital status, family status or disability. We thank all applicants for their interest in the position, but only short-listed candidates will be interviewed.