



## Pickleball Alberta is Hiring an Executive Director

**Position Type:** Full Time

**Job Location:** Alberta

**Employment Type:** Employee

**Expected Start Date:** December 1, 2023

Pickleball Alberta serves as the provincial governing body to promote and develop pickleball for everyone. Our organization, and our sport, is currently experiencing an unprecedented state of change and growth, and we are seeking an experienced and dynamic Executive Director to provide bold leadership, oversee day-to-day operations, and collaborate with our stakeholders to promote and enhance pickleball throughout our province.

As the Board's single official link to the organization, the Executive Director is accountable for all organizational performance and exercises all authority transmitted into the organization by the Board. Executive Director performance will be considered to be synonymous with organizational performance as a whole. Performance will be monitored by the Executive Committee on a regular basis on behalf of the Board. It is expected that the Board and the Executive Director carry out their roles within a spirit of collaboration and partnership.

We offer a welcoming, inclusive, and supportive environment with a focus on teamwork. Pickleball Alberta is deeply committed to promoting diversity, advancing equity, and fostering a culture of inclusion. Therefore, we invite applications from all walks of life, including marginalized and equity-seeking groups (i.e., members of Black, Indigenous, and People of Colour (BIPOC) communities).

### **What's in it for you:**

- Important work that makes a difference
- Collaborative and bold work culture
- Strong total compensation plan
- Commitment to personal and professional growth

### **What you'll be doing:**

#### **Operational Planning & Administration**

- Ensuring the operation of the organization meets the expectations of its stakeholders.
- Ensuring the effective and efficient day-to-day operations of the organization in addition to participating in the development of a long-term vision and promotion of the organization.
- Developing operational plans which incorporate goals and objectives that work towards the delivery of the organizational strategic direction.

## **Leadership & Human Resource Management**

- The Executive Director is the Chief Staff and Resource Officer and will provide strong leadership, effective management, and support to the organizational staff for the delivery of required and agreed upon results.
- Ensure the organizational capacity of the current staff and volunteers meet the requirements for the successful delivery of the association programs, events & activities.
- Establish a positive, healthy, and safe work environment in accordance with all appropriate legislation, policies, and regulations.
- Provide leadership to the Board of Directors, its committees, all volunteers and working groups, and the general membership.

## **Financial Management**

- Coordinate the preparation of the association's annual budget.
- Provide prudent management of the association's resources. Evaluate all programs and events in terms of the viability and make changes as required.
- Develop a system that can be adopted by the appropriate staff to ensure fiscal accountability.
- With the support of the association Treasurer, operate in accordance with the organization's financial policies.

## **Governance & Policy**

- Assist the Board of Directors in the development of policy, procedures, plans, goals, and objectives for the association.
- Assist the President and Executive Committee in setting agendas and preparing supporting material for Board meetings; participate in the meetings.
- Inform and advise the Board of Directors on all aspects of the organization's activities.
- Identify, assess, and inform the Board of Directors of internal and external risks that may affect the organization.

## **Marketing and Revenue Development**

- Responsible for the ongoing promotion of the organization's mission and vision.
- Seek out funding and support opportunities including, but not limited to, grant applications, fundraising events, marketing strategies, and sponsorship opportunities.
- Negotiate and develop contracts with partners and sponsors on behalf of Pickleball Alberta, and market the sport and the organization to current and potential supporters.

## **Agency Liaison / Profile**

- Represent or ensure there is representation of Pickleball Alberta at all relevant and stakeholder events meetings.
- Maintain communications and liaise with other agencies and sport bodies, including the GOA and Pickleball Canada as required.
- Be able to communicate effectively and professionally with print, television, radio and social media.
- Report annually to funding sources and stakeholders as required, and when necessary, write grant applications for new grants/funding opportunities.

- Establish good working relationships and collaborative arrangements with members, the pickleball community, and stakeholders to help achieve the goals of the organization.
- Act as the Safe Sport officer for Pickleball Alberta, ensuring policies and processes are in place that ensures a safe and positive environment within the programs, activities, and events of the organization.

### **What You Need to be Successful**

- A degree in business, management, sport, or recreation management, or equivalent.
- Five or more years of proven leadership experience in sport management and administration.
- Three or more years of experience in preparing budgets and organizational financial management.
- Three or more years of experience working with local, provincial, or national sport or non-profit organizations and volunteer committees.
- A passion for sport and for pickleball.
- Strong understanding of sport administration.
- Skill in effectively supervising staff.
- Ability to organize and plan complex administrative and managerial work.
- Ability to exhibit professionalism and diplomacy.
- Have an understanding of the nuances of the sport of pickleball, it's demographics, competitions, and grass roots.
- Experience in working with corporate sector to acquire and maintain partnerships.
- Exceptional written, oral, interpersonal, and presentation skills and the ability to understand business processes and to effectively document and communicate processes.
- Competence in Microsoft Word, Excel, Power Point and Outlook and an ability to learn other software programs.
- Ability to foster collaborative and productive working relationships with staff, volunteers and members of Pickleball Alberta
- Takes a proactive approach to problem solving (and problem avoidance)
- Has a directive personality and a strong negotiator.
- Ability to interact in a socially engaging manner.
- Must exhibit a high degree of initiative and responsibility.
- Must be able to work flexible hours, including weekend events, and be willing to travel as required.
- Must have current Criminal Record and Child Abuse Registry clearances.

### **Compensation**

- The salary range for this position starts at \$60,000, dependent upon knowledge and experience. Any out-of-pocket expenses will be reimbursed as per Pickleball Alberta's expense policies.

### **To Apply**

Interested applicants may apply by sending their resume and cover letter to [humanresources@pickleballalberta.org](mailto:humanresources@pickleballalberta.org) by November 15, 2023.