

Position Description: Alberta Whitewater Association (AWA) Executive Director

The Executive Director is the key senior leader of AWA. The Executive Director is responsible for overseeing government relations, community engagement, event planning, operations and administration, programs and strategic planning for the organization. Other key duties include fundraising, marketing and communications. The position reports directly to the President of the Board of Directors.

GENERAL RESPONSIBILITIES

1) **Administration:** Works with the President of the Board and Board of Directors in order to fulfill the organizational mission.

- Responsible for government relations including obtaining and reporting on funding.
- Ensures a regular, positive and visible presence on social media.
- Leads marketing and communications in partnership with the President and Director of Marketing and Communications of the Board.
- Accountable for leading community engagement and building strong, trusting relationships with partner organizations, the membership, and club executives.
- Oversees competition event planning, project management for whitewater park development, and educational programming.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, providing support for Board meetings including all information necessary for the Board to function properly and to make informed decisions.
- Reconciliation of membership database.

2) **Financial:** Develops and manages resources to ensure the financial health of the organization.

- Responsible for fundraising and developing other revenues necessary to support the AWA mission.
- Responsible for the fiscal integrity of AWA, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating with a balanced budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Accountable for ensuring expert, external financial audits are completed in a timely manner.

3) **Organization Strategy:** Works with board to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for developing and implementing a strategic plan collaboratively with partners and clubs to ensure that AWA can successfully fulfill its mission into the future.

- Responsible for the enhancement of AWA's role in the paddling community being active and visible, perceived positively by partners and stakeholders, and by working closely with clubs and organizations to further paddling in Alberta.

4) **Organization Operations:** Oversees operations of the organization.

- Responsible for the hiring and retention of competent, qualified contractors.
- Responsible for effective administration of Canoe Meadows in Kananaskis Alberta operations including high levels of facility maintenance and customer satisfaction.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Job Responsibilities

1. Reports to the President of the Board. Involves the Board Executive and Board of Directors as appropriate to seek their involvement in strategic planning, developing strong partnerships, policy decisions, large budget items, and to increase the overall visibility of the organization.
2. Supervises and coordinates with contractors.
3. Leads collaborative strategic planning and implementation.
4. Planning and operation of annual budget.
5. Serve as AWA's primary spokesperson and positive, charismatic ambassador to the organization's membership, the media and the general public via interview, statements, and social media.
6. Establish and maintain relationships with various public and private organizations and develop relationships with the Alberta paddling community and clubs.
7. Engage in fundraising and developing other revenues.
8. Support organization board and committee meetings, provide agendas, record minutes, provide activity reports to board in partnership with the Secretary of the Board.
9. Coordinate Provincial sporting events related to the mandate of the AWA as a Provincial Sport Organization.
10. Create new program development ideas and business cases for board review.
11. Interact with land holders, private and public, to maintain access to paddling areas and facilities.
12. Other duties as assigned by the Board of Directors.

Professional Qualifications

- Related Bachelor's degree required and MBA preferred.
- Five or more years senior nonprofit management experience.
- Demonstrated success with Government Relations.
- Experience working with Provincial Sport Organizations in Canada preferred.
- Provincial and local level sport event planning.
- Transparent and high integrity leadership.
- Strong written, oral, and social media communication skills.
- Outstanding relational ability.
- Ability to build strong, trusting partnerships.
- Strong prioritization and organizational skills.
- Effective knowledge and ability in Human Resource Management
- Experience and skill in working with a Board of Directors.
- High level strategic thinking and planning.
- Ability to envision and convey the organization's strategic future to the board, volunteers and donors.
- A history of successfully generating new revenue streams and improving financial results.
- Active fundraising experience. Excellent donor relations skills and understanding of the funding community.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
- Solid organizational and management abilities, including planning, delegating, program development and project management.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.

Position:

- Full time 1.0 FTE
- Options for yearly contract or full-time employment arrangement
- Competitive salary

Qualified Applicants please send a cover letter and resume outlining why you are the best candidate for this position to the following:

vice_president@albertawhitewater.ca

president@albertawhitewater.ca