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## EXECUTIVE DIRECTOR – ALBERTA CURLING FEDERATION

### ABOUT THE ALBERTA CURLING FEDERATION

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The Alberta Curling Federation is a non-profit organization dedicated to the sport of curling and responsible for the administration of all provincial championships, including the Winter Games. Our jurisdiction includes three regional associations who deliver technical and development programs to member clubs and are responsible for all matters leading up to provincial play downs. Currently the regional associations with the federation are in negotiations to amalgamate to a single governing body responsible for curling in Alberta.

The Mission Statement of the Alberta Curling Federation

- Promote, market and encourage growth in the sport of curling within the boundaries of the ACF.
- Represent all curlers by governing in a spirit of fairness and equality.
- Preserve the traditions of our sport while embracing positive change.

The Alberta Curling Federation is a professional, collaborative, member focused organization. They employ best practices, effective communication, transparency and our full commitment to providing exceptional service to our partners and stakeholders.

In addition, ACF is a committed team working in a business casual atmosphere where people are professional and passionate about their work; dedicated to serving curlers of all ages, abilities and genders.

To learn more, visit their website at: <http://www.albertacurling.ab.ca/>

### THE ROLE

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Alberta Curling Federation Board of Directors, on behalf of its stakeholders, is looking for a highly motivated individual to lead, promote and grow curling in Alberta. The Executive Director is responsible for leadership and management of the Alberta Curling Federation (ACF) reporting to the Board of Directors, through the President. Preference will be given to a candidate with knowledge and a background in curling. An additional incentive would be someone that understands competitive curling and competitions and has dealt with sponsors/sponsorship. This employment opportunity is a full-time position located in Edmonton; it involves some weekend and evening duties as well as possible travel.

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## RESPONSIBILITIES

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The Executive Director is expected, but is not limited to the following:

- Foster effective team work between the Board and the Executive Director and between the Executive Director and staff
- Work with the Board of Directors to develop a strategic plan, manage operations and develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
- Oversee the planning, implementation and evaluation of the organization's programs and services; ensure that these programs and services contribute to the organization's mission and reflect the priorities of the Board
- Ensure that the operation of the organization meets the expectations of its stakeholders, Board and sponsors. That the programs and services reflect the policies required of the ACF as a Member Association (MA) of Curling Canada (CC) and as a funding recipient of Alberta Sport Connection (ASC)
- Work with staff and the Board (Finance Committee) to prepare a comprehensive budget. Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization. Accountable for financials
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization
- To maintain and build strong relationships with our members and stakeholders, including but not limited to such entities as Curling Canada and Alberta Sport Connection
- Research funding sources, oversee the development of fund raising plans and write funding proposals to increase the funds of the organization with grants, sponsorship package/strategy, sponsor engagement and fulfillment and reporting
- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization
- Determine staffing requirements for organizational management and program delivery and implement a performance management process for all staff which includes monitoring and managing the performance of staff on an on-going basis and conducting an annual performance review. Coach and mentor staff as appropriate
- Board support (Agendas, Minutes, Materials, AGM)
- Research, draft implement policies, evaluation/monitoring strategic plan/policies
- Organizational transition

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## QUALIFICATIONS

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- University degree in a related field preferred
- Ability to communicate and positively interact with a diversity of stakeholders
- Proven history of progressive responsibilities leading to your current level of capable, mature and positive leadership capabilities
- Knowledge of leadership and management principles as they relate to non-profit/ voluntary organizations
- Knowledge of human resources management
- Knowledge of financial management
- Knowledge of all federal and provincial legislation applicable to voluntary sector organizations including employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, health coverage etc.

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## ADDITIONAL COMPETENCIES

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- Have the courage, enthusiasm, and personal drive to both understand and successfully navigate a dynamic and regionally diverse environment enhancing relationships with all stakeholders.
- Portray effective time management and prioritization abilities. Plan, organize and monitor performance according to priorities with ability to multi-task and set/reset priorities.
- Operate with fiscal responsibility demonstrating strong budgeting, business planning and resource management skills.
- Have exposure at Board level and understanding of governance issues. Has worked effectively with an engaged and diverse volunteer board of directors.
- Have the ability to oversee company operations to ensure efficiency, quality, service, and cost-effective management of resources.
- Behave Ethically: Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Creativity/Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities.
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.

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- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
  - **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions, which are timely, and in the best interests of the organization.
  - **Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
  - **Strategic Thinking:** Assess options and actions based on trends and conditions in the environment, and the vision and values of the organization.

**FOR MORE INFORMATION PLEASE CONTACT**

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