



January 29, 2020

## **JOB POSTING: Executive Director - Volleyball Northwest Territories (VNT) and Basketball NWT (BNWT)**

**Deadline for Applications: February 16th, 2020**

### **ABOUT THE ORGANIZATIONS**

#### ***Volleyball NT***

Volleyball Northwest Territories (VNT) is the Territorial Sports Organization and leader in the promotion and development of grassroots and competition volleyball in the Northwest Territories for athletes, coaches and volunteers. We strive to enable athletes to achieve their high performance potential in an ethical, equitable and equal competition environment.

As the Territorial Sports Organization for the sport of volleyball, VNT is primarily responsible for organizing territorial competitions, player development clinics, coach development clinics, and volunteer opportunities. VNT also provides trials to qualify athletes to represent Team NT Volleyball at competitions such as the Arctic Winter Games, Canada Summer Games, Western Canada Summer Games, North American Indigenous Games, Francophone Games and other high performance National competitions.

#### ***Basketball NWT***

The objectives for Basketball NWT are to promote, organize and regulate basketball in the Northwest Territories; to coordinate the training of players, coaches and officials; to organize and run instructional basketball programs at the school and community levels; to organize tournaments for adult and junior players; to organize and operate high performance basketball programs for eligible junior players; to represent Basketball NWT on the Sport North Federation, Basketball Canada and other territorial and national bodies.

### **JOB DETAILS**

This unique combined Executive Director will manage and execute day-to-day functioning in all areas of operations – from strategic planning, budgeting, to marketing and communication. This is a hands-on role for someone who is energized by being a part of a growing organization in an exciting and dynamic sporting community. The successful candidate for the Executive Director role will have the opportunity to shape the world of grassroots and competitive sports in the Northwest Territories and to grow with the organization.

**Start Date – As soon as possible, ideally no later than April 1, 2020.**

**Location – Based in Yellowknife with some travel required.**

## **RESPONSIBILITIES**

The Executive Director will be the day-to-day face of volleyball and basketball in the Northwest Territories. Their responsibilities will include but not be limited to:

### ***Operations:***

- Conduct efficient and effective day-to-day operation of the organizations;
- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organizations and meet expectations of athletes, coaches, board, staff, and other stakeholders;
- Use and maintain operational technology (i.e. Microsoft Software, registration system, etc);
- Ensure registration data is securely store and privacy/confidentiality is maintained;
- Oversee operational and program committees as required/requested;

### ***Financial planning, management and execution:***

- Manage the operations of the organization within the bounds of the approved budget and monitor the monthly cash flow of the organization;
- Approve expenditures within the authority delegated by the Boards;
- Conduct proper accounting procedures in-line with the Treasurer needs;

### ***Communication and Stakeholder Engagement:***

- Communicate with stakeholders such as athletes, coaches, officials, volunteer, local Associations, Sport North Federation and National sporting bodies;
- Keep stakeholders informed of the work of the organizations and identify changes in the community;
- Field and respond to all inquiries from stakeholders;
- Establish good working relationships and collaborative arrangements with stakeholders to help achieve the goals of the organizations;
- Actively manage all social media channels, maintaining a vibrant, strong and positive sport presence;
- Act as a spokesperson for the organizations as directed by the Boards to inspire, promote and engage with current and future athletes, parents, coaches, officials, volunteers, media and other stakeholder groups;

### ***Governing Body Relations:***

- Manage and maintain positive relationships with appropriate governing bodies, agencies and other official stakeholders (i.e. Sport North, MACA, National bodies);
- Complete all necessary submissions for MACA and other governing bodies;
- Ensure successful implementation of all necessary programs and policies required to remain in compliance with agreements in place with governing;

### ***Policy and risk management:***

- Draft policies for approval of the Boards and prepare procedures to implement the organizational policies;
- Review existing policies on an annual basis and recommend changes to the Boards as appropriate;
- Identify and evaluate the risks to the organizations' people (stakeholders, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks;

### **Board Relations:**

- Participate with the Boards of Directors in developing, maintaining and implementing a vision and strategic plan to guide both TSOs;
- Identify, assess and inform the Board of internal and external issues ;
- Foster effective teamwork with the Board.

### **PERSONAL CHARACTERISTICS**

- Initiative and self-motivation
- Ability to work independently with little or no supervision
- Well organized with a strong attention to detail
- Critical thinking
- Adaptability
- Comfortable taking the lead and doing the work
- Ability to work effectively with multiple stakeholders
- Excellent interpersonal skills
- Strong communicator
- Ability to prioritize and manage conflicting priorities

### **SKILLS, QUALIFICATIONS AND EXPERIENCE**

- Experience as a senior leader
- Social media fluency
- Strong working knowledge of sports administration
- Knowledge of territorial legislation applicable to sporting organizations and the volunteer sector
- Proficient with Microsoft Software and productivity tools
- Experience playing and/or coaching volleyball and basketball

### **REPORTING**

The Executive Director will report directly to the presidents of Basketball NWT and Volleyball NT and be accountable to the Boards of Directors.

### **COMPENSATION**

Salary \$85,000 to \$95,000 per year, to be negotiated based on candidate experience and qualifications.

Indeterminate position with annual review.

Deadline for applications: February 16, 2020

**Interested candidates should apply by email with cover letter and resume to:**

**Christina Carrigan, President, VNT**  
[christinaraecarrigan@gmail.com](mailto:christinaraecarrigan@gmail.com)