



**Position: Executive Director, Swim BC**

**Reports To: Board of Directors**

Swim BC is a not-for-profit Provincial Sport Organization (PSO) and the governing body for competitive swimming in British Columbia. Swim BC is a member of the National Sport Organization (NSO) Swimming Natation Canada (SNC). Affiliate organizations which fall within Swim BC's umbrella include the Masters Swimming Association of BC (MSABC) and the BC Swim Coaches Association (BCSCA).

**Position Summary**

The primary role of the Executive Director is to promote, direct, and foster the art and science of swimming in BC. The Executive Director is responsible for managing the business affairs and operations of Swim BC. We are seeking a dynamic individual who shares our values of excellence, respect, integrity, accountability, passion, and dedication to the sport of swimming. Reporting to the Board of Directors, the Executive Director will provide leadership and act as an operational consultant to the Board and swimming community.

**Key Responsibilities**

**1 - Personnel Management**

The Executive Director provides and ensures sound supervision and management of personnel, including staff, consultants, and volunteers. This includes ensuring updated personnel policies, clear and updated job descriptions, recruitment and selection of qualified candidates, fair and objective performance evaluations, ensuring fair salary levels, performance-based salary reviews, and appropriate staff development opportunities. The Board looks to the Executive Director to develop and maintain a strong and effective organizational structure.

**2 - Key Communication, Culture, and Relationships**

The Executive Director needs to be effective in outreach, liaison, and joint projects with other organizations and their members, including but not limited to SNC, other PSOs, BCSCA, MSABC, BCSSA, and the CSCTA. This includes developing and maintaining positive and beneficial relationships with these groups while providing clear communication on Swim BC's programs and activities.

**3 - Board Relations**

The Executive Director is required to work effectively with the Board of Directors and any other advisory group. This includes following Board directives; providing regular, accurate, and complete financial reports to the Board; keeping the Board informed; working closely with the Chair to plan Board meetings; providing thorough and results focused monthly reports prior to Board meetings; being accessible; helping ensure bylaws are followed and periodically reviewed and updated; ensuring needed



information, training, and other Board support is provided; maintaining a mutually respectful relationship; and providing for appropriate interaction between Board and other staff.

#### 4 - Resource Development

The Executive Director plays a lead role in planning, implementing, coordinating, and ensuring successful completion of resource development tasks. This includes maintaining current funding, increasing resources and funding diversity, increasing & maintaining sponsorships, and raising flexible funds.

#### 5 - Program Development, Implementation, and Management

The Executive Director ensures sound development, implementation, communication, and effective management of programs and initiatives authorized by the Board to further the organization's mission and to reflect its' values. This includes policy development and implementation.

#### **Preferred Qualifications and Skills**

- Self-starter with strong motivation.
- A passion and vision for swimming in BC.
- Solid knowledge of Sport/Coach Associations, supported by a post-secondary diploma or degree in a related field.
- Experience in partnership/sponsorship development.
- Proven ability to deal simultaneously with multiple files and tasks.
- Ability to think strategically and translate goals, into operational objectives.
- Ability to work independently and in partnership with others.
- Strong facilitation, presentation, and networking skills.
- Ability to manage, update, and utilize websites is an asset.
- Great analytical, written, and communication skills.
- Budget, accounting and financial skills allowing for forecasting and monitoring precise data.
- Knowledge of granting programs and related processes.
- Knowledge of various governance models.
- Knowledge of working in the non-profit sector and experience in working with a volunteer Board of Directors.
- Ability and willingness to travel provincially and nationally when required.
- An understanding that the role requires flexible working hours.
- Valid drivers license.
- All applicants MUST be eligible to work in Canada.

All letters of interest and resumes should be sent to [president@swimbc.ca](mailto:president@swimbc.ca). Please note that any preferred candidates will undergo a criminal background check in the recruitment process.