

Athletics New Brunswick
is seeking applications for
Executive Director
Closing date: May 20, 2020 - 23:59

About the Organization:

Athletics New Brunswick is the governing body for the sport of Track & Field and Cross Country running in New Brunswick with an affiliation to RunNB, the governing body overseeing provincial Road Running. As a Provincial Sport Association, Athletics New Brunswick is membership driven through its clubs that are based around the Province and that welcome participants of all ages and fitness levels in year-round training, events and competitions.

Description of Duties:

The Athletics New Brunswick Executive Director position oversees the strategic direction of the organization through management of staff and organizational oversight. The successful candidate will be enthusiastic, provide leadership, encourage and foster participation of all athletes (general membership & high performance) in achieving their full potential.

Key Responsibilities:

- Maintain a provincial office as the administrative center
- Manage staff and financial resources
- Develop and deliver programs (experience is an asset)
- Develop partnerships growing the sport of Athletics in New Brunswick
- Increase the financial resources available to the association
- Increase the profile of Athletics in New Brunswick
- Implement the long-term plan of the association

Salary Range: \$50,000 - \$60,000 + Benefits

Reports to: Board of Directors

Location: Saint John, Fredericton or Moncton (1 Position Available)

Start Date: September 1st, 2020 (Covid-19 situation depending)

Information Requested:

- Your Résumé including reference(s) contact information.
- An application letter addressing the essential and other qualifications.

Statement of Qualifications:

In order to be considered, your application must clearly explain how you meet the following essential qualifications:

- Have a University Degree or a Community College Certificate preferably with formal training in Business, Commerce, Marketing, Finance or the equivalent
- Bilingual, fluency in both French and English
- Strong written skills in one of the official languages
- Experience in, and understand, the sport of athletics in Canada
- Ability to work from home. Ability to work some evenings or over weekends when required
- Driver's license

If you possess any of the following, your application must also clearly explain how you meet these other qualifications:

- Ability to manage human resources and staff
- Ability to manage financial resources
- Ability to develop programs and to deliver them
- Possess strong interpersonal and communications skills
- Ability to consult, negotiate and collaborate with multiple stakeholders to build consensus on program or policy issues
- Excellent IT Skills, specifically Microsoft Word, Excel & PowerPoint, Web maintenance software, and accounting software
- Excellent written and verbal communication skills are essential with a strong attention to details
- Ability to manage Athletics competitive events and programs for all ages

Conditions of Selection

- The applicant should be able to produce a Police Vulnerable Sector Check.
- Preference will be given to New Brunswick residents.

Contact Information

Complete application including your CV and application letter should be sent electronically to Athletics New Brunswick President: Marc Lalonde marc@benchmarkic.com and marc.lalonde@anb.ca – An acknowledgement of receipt will be forwarded back to you.