

**Job Opportunity
Executive Director
Saskatchewan Cycling Association
Regina, Saskatchewan**

The Saskatchewan Cycling Association (SCA) is a volunteer non-profit association that promotes bicycling for competition, recreation, and transportation. Funded through Saskatchewan Lotteries, the SCA is the Provincial Sport Governing Body for cycling in Saskatchewan. Through our member clubs we provide opportunities for individuals to participate in all forms of cycling.

Reporting to a voluntary Board of Directors, the Executive Director is responsible for all aspects of SCA's daily operations. You are an influential leader with a demonstrated ability to work with committees, boards and volunteer groups to increase participation, and to develop and enhance program offerings. You must have strong business acumen, including a sound understanding of budgeting, accounting, contracts, and office software.

Education, Training and Experience Requirements

- University Degree in Management, Kinesiology, Physical Education or related discipline, plus 2 years' work experience in managing a non-profit and volunteer organization, preferably in amateur sport; or
- Graduation from a recognized two year administration or recreation management diploma programme, plus 4 years' work experience in managing a non-profit and volunteer organization, preferably in amateur sport.
- Experience in staff supervision.
- Experience working in a computerized office environment.
- Experience developing proposals, reports and funding applications.
- Excellent written and oral communication skills.
- Abilities in marketing and building community relationships.
- Must hold a valid drivers license, and be willing to travel occasionally and to work some weekends.

Apply electronically with resume and covering letter to Ron Cooley, President, Saskatchewan Cycling Association. ron.cooley@usask.ca

Applications will be accepted until Monday, May 5, 2014.

Saskatchewan Cycling Association

Executive Director

Job Description

The Executive Director is responsible for the operational management of the Saskatchewan Cycling Association (SCA) and reports to the Board of Directors.

Job duties fall into three areas and are outlined below.

Administration

- Implement Board and Committee policy decisions.
- Provide input and assist in the SCA strategic planning process.
- Effectively manage and operate the SCA office. This includes records management, equipment management, maintaining inventories as required, and supervision of SCA property.
- Organize the SCA Annual General Meeting and associated planning meetings.
- With committee input, develop and circulate agendas and meeting minutes for Board and Committee meetings as required.
- Attend Committee meetings and ensure effective minutes are taken and distributed to the appropriate members.
- Maintain the SCA membership database and issue memberships.
- Recruit, direct, supervise, schedule, train and evaluate staff at the direction of the Board of Directors.
- Organize SCA awards and award ceremony.
- Develop and administer special programmes as required
- Work with Committees to develop and implement SCA programmes. Assist Committees in administering SCA programmes.
- Identify potential grant opportunities and prepare grant applications as required.
- Some travel is required and a valid driver's license is required.
- Provides interpretation of the SCA's policies and procedures for the membership and public as it pertains to programmes and services provided by the SCA.
- Provides a leadership role in coordinating updates of all the SCA policies and procedures.
- Provide orientation material for incoming Board/Committee members.
- Provide other related duties as assigned by the Board of Directors

Finance

- Manage SCA's finances with direction from Board of Directors.
- Maintain SCA's accounting requirements including preparation of financial statements for the annual audit, invoicing, bill payments, and reconciliation of bank statements.
- Prepare income statements and balance sheets as required.

- Ensure financial and accounting requirements of funding agencies are met through the preparation and submission of the annual lotteries funding application and follow up report in accordance with the upcoming year's operational plan.
- Coordinates the preparation of the annual budget with consultation of the Executive Committee.

Communication and Marketing

- Represent the SCA in a professional and appropriate way when dealing with to external agencies and sponsors.
- Identify potential granting and sponsorship opportunities for the SCA.
- Maintain good working relationships with external agencies and sponsors such as SaskSport, the Canadian Cycling Association, other provincial cycling associations, other provincial sport governing bodies, etc.
- Maintain the SCA's webpage.
- Compile and edit the SCA's newsletters.
- Provide effective internal and external communication
- Assist in the development and implementation of communication and marketing initiatives.

Knowledge, Skills and Abilities

- Demonstrated leadership skills including programme planning, management, reporting, organizing, and time management.
- Demonstrated computer skills in word processing, database, spreadsheets and webpages.
- Demonstrated knowledge of accounting principles.
- Ability to supervise staff and support them in achieving identified results.
- Ability to provide leadership and support to achieve results through volunteers.
- Ability to express ideas and concepts effectively orally and in written materials.
- Ability to develop and maintain effective working relationships with staff, volunteers and other affiliated agencies.

Education, Training and Experience Requirements

- University Degree in Administration or related degree and 2 years progressive experience working in non-profit management and volunteer management role plus two years' experience in staff supervision; or
- Graduation from a recognized two year administration diploma programme, plus 4 years progressive experience working in non-profit management and volunteer management plus two years staff supervision
- Experience working in a computerized office environment.