



Role Position: Executive Director

Slo-Pitch Ontario Association

LOCATION: St. Catharines, Ontario

WHO WE ARE:

Formed in 1982 and known as the official slo-pitch organization in Ontario, Slo-Pitch Ontario (“SPO”) has one of the largest provincial memberships in Canada. Slo-Pitch softball is one of the fastest growing adult team sports in North America with over 2,500,000 Canadians playing this recreational grassroots game every season. Our Mission, in part, is to institute, regulate, foster and improve the game of slo-pitch softball across the Province and to protect and promote the mutual interest of our Members.

WHAT WE DO:

Our volunteer-based, not-for-profit association has worked extensively over the years to develop many programs and services to assist players, coaches, league executives, umpires and convenors/directors with their local slo-pitch programs.

SCOPE AND ACCOUNTABILITY:

The Executive Director will be responsible for the strategic leadership of Slo-Pitch Ontario and oversee the development and implementation of the Strategic Plan, human resource planning and management, financial planning and management, stakeholder relationship engagement and management, all programs and services, and risk management.

The Executive Director will devote full time work as the administrative officer and general manager of the Corporation, working collaboratively with the Board of Directors to fulfill the Association’s Mission. The Chief Executive Officer will work with the Executive Director for a period of transition.

CORE COMPETENCIES:

Strategic Thinking

Leading & Developing Others

Creative Problem Solving & Decision Making

Leading Change

Planning, Coordination and Execution

Values and Ethics

Organizational Awareness & Sensitivity

Building & Leveraging Collaborative Networks and Relationships

QUALIFICATIONS:

- University Degree or College Diploma in Kinesiology, Sport Science, Business – General, Administration or Accounting, or related
- Proven senior leadership experience

- Knowledge and understanding of the sport of slo-pitch, and the Sport System at both the provincial level and national level
- Strong written and oral communication skills
- Ability to effectively interact with all levels of personnel within the organization
- High level of initiative and common sense with strong organizational, problem-solving and analytical skills
- Ability to represent the organization through an open and dynamic presence
- Ability to exercise discretion and diplomacy, and handle sensitive and confidential matters in an appropriate manner
- Exceptional work ethic and attention to detail
- Ability to establish priorities, multi-task, prioritize time-sensitive issues and meet tight deadlines and coordinate programs to ensure administration, organization and delivery of service
- Flexibility for travel for events, conferences, congresses, and meetings

KEY RESPONSIBILITIES:

1. Strategic Leadership and Planning
2. Financial Planning and Management
3. Human Resource Planning and Management
4. Stakeholder Relationship Management and Advocacy
5. Supports Board Governance and Leadership
6. Oversight of Programs and Services
7. Risk Management

SPECIFIC RESPONSIBILITIES:

1. *Strategic Leadership and Planning*

- Works with the Board and staff to ensure the Mission of Slo-Pitch Ontario is fulfilled through strategic planning, programs, services and stakeholder engagement.
- Responsible for the development and implementation of the annual Operational Plan, aligning to the Strategic Plan, making additions and modifications as needed.
- Provides leadership to the staff in order to implement approved plans and achieve goals set out in the Strategic and Operational Plans.

2. *Financial Planning and Management*

- Responsible for the overall fiscal integrity of Slo-Pitch Ontario, including the development of an annual operating budget for approval by the Board of Directors and ensuring regular financial statements, which accurately reflect the financial condition of the organization and are shared with the Board of Directors.
- Responsible for fiscal management that includes operating within the approved budget and ensuring financial policies and controls are developed and implemented.
- Direct and coordinate business activities, crucial partnerships, costs, operation and forecast data and review activity reports and financial statements to determine progress and status in attaining established objective.
- Ensures a Fund Development plan is in place that incorporates all government funding, grants and sponsorship opportunities with a defined process to ensure obligations and requirements are met and reporting is completed as required.
- Working through the requirements of the annual audit and implementing recommendations and findings of the auditors.

3. *Human Resource Planning and Management*

- Ensures there is appropriate staffing and resources to fulfill Slo-Pitch Ontario's initiatives and that clear accountability processes and best practices are in place and effectively utilized.

- Provide leadership, supervisions and management of staff.
- Accountable for the recruitment, management and ongoing development of employees and volunteers, ensuring Employment Agreements and Confidentiality Agreements are in place, and up-to-date position descriptions for each of the staff and volunteer positions.
- Ensures the maintenance of accurate and up-to-date employee records and any contracts/agreements for staff payroll and benefits.

4. Stakeholder Relationship Management and Advocacy

- Promotes and represents Slo-Pitch Ontario in the community and acts as the primary spokesperson for the Association.
- Works to foster strong and meaningful relationships and partnerships with key sport stakeholder groups at all levels; providing leadership, consultation and direction as relevant.
- In conjunction with the Board of Directors and staff, create and implement a hosting strategy for international, national and provincial events.

5. Supports Board Governance and Leadership

- Participates with the Board of Directors in developing a Vision, Mission, Values and Strategic directions to guide Slo-Pitch Ontario.
- Responsible for communicating effectively with the Board of Directors and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

6. Oversight of Programs and Services

- Ensures the programs and services offered by Slo-Pitch Ontario contribute to the organization's Mission and reflect the priorities of the Board of Directors.
- Ensures continual review of programs and services to support the needs of the membership.

7. Risk Management

- Responsible for the development and implementation of all policies and procedures for Slo-Pitch Ontario, working with appropriate committees and staff.
- Informs the Board of Directors of any risks or significant changes to the Association and advises on trends and issues – both internal and external to the Association.
- Ongoing practice, refinement and implementation of a safe sport strategy for the Association.

HOW TO APPLY:

If you feel you are the right candidate for this position, please email your cover letter, curriculum vitae and salary expectations to Tom Buchan, Chief Executive Officer of Slo-Pitch Ontario Association, tbuchan@slopitch.org, by 3:00 pm on September 30, 2022.

Learn more about Slo-Pitch Ontario by visiting www.slopitch.org.