

Gymnastics Mississauga Job Posting

Position: **Executive Director**
Employment Type: **Full-Time Permanent**
Location: **Mississauga, ON**
Salary: **TBD**

The Organization

Gymnastics Mississauga is a non-profit organization which has been in operation for more than thirty years. We are affiliated with Gymnastics Ontario, our governing body, who sets the operating standards and practices of our sport. We support over 2500 recreational participants and train more than 80 competitive athletes throughout the year. We have sent many athletes to the Olympics and continue to have many Canadian National Champions. The organization consists primarily of volunteers, with an elected Board of Directors, salaried office staff, and paid coaching staff.

Summary of Position

The Executive Director is responsible for the overall management of the club and reports to the Board of Directors. The successful applicant will be a person deeply interested in gymnastics, with the drive and initiative to assist the organization in meeting the challenges leading to the 2012 Olympics and beyond, and a desire to build the organization from the bottom upward. He or she should have a sports management background, management experience in a non-profit organization, a successful history of preparing grant applications, funding and sponsorship proposals. Other attributes will include leadership skills, a strong financial background, excellent organizational and inter-personal skills and the ability to work in a team environment with the Head Coaches and volunteer Board of Directors.

Responsibilities

- Manage overall operations of the organization
- Develop and implement a business plan
- Develop a strategy to enhance the results of the club in all areas of operations and finances
- Complete grant applications and fundraise within the greater community
- Responsible for fiscal budget planning; expense controls; reporting and overall financial position of the organization.
- Hire and supervise all staff with an emphasis on staff development, performance evaluation and goal setting
- Initialize policies and procedures
- Manage a base of 100+ parent volunteers

- Ex officio member of Board of Directors
- Liaise with the City of Mississauga
- Motivate staff, coaches, volunteers, Board and parents to contribute to the overall success of the club
- Raises club profile within the greater community
- Ensure a safe athletic environment for all athletes and all legislation pertaining to an athletic facility is in compliance
- Ensures that minimum athletic standards are met by coaches and overall satisfaction of parents and athletes

Skills and Experience

- Minimum 5 years senior management experience in a non-profit organization
- Working knowledge in HR and Finance (CFRE certified preferred)
- Fundraising and grant writing experience
- Proven leadership skills and ability to manage an effective team
- Experience working with a Board of Directors
- Excellent written and verbal communication skills and relationship management experience
- Knowledge in sports management and with an interest in athletics
- Proven ability to exercise good judgement in decision making
- Proficient in Microsoft applications including Word, Excel and PowerPoint