



INDIGENOUS SPORT COUNCIL (ALBERTA) JOB OPPORTUNITY

EXECUTIVE DIRECTOR

The Indigenous Sport Council (Alberta) is the Provincial governing body responsible for delivery of youth, community and coach development opportunities.

JOB DESCRIPTION:

Direct and manage the efficient operations of the Indigenous Sport Council of Alberta and manage the daily operations.

WORKING CONDITIONS:

Full time, flexible hours may be required to accommodate evening and weekend delivery of programs and services.

Relocation may be required.

REPORTING:

The Executive Director reports to a nine-member Board of Directors, who are responsible for the overall governance of the ISCA. The Executive Director is the Board's designated facilitator to operating the organization and is accountable for all organizational performance and exercises all authority transmitted into the organization by the Board. The Board governs through policies, which address the highest level of organizational values.

LEADERSHIP:

- Actively participate in the development and assumes responsibility for the implementation of the overall strategic direction of the ISCA in accordance with the vision, mission, values, strategic direction and goals set by the Board of Directors;
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies;
- Review existing policies on an annual basis and recommend changes to the Board as appropriate;
- Act as a professional advisor to the Board of Directors on all aspects of ISCA activities, on issues and concerns internal to the Association, and on trends and emerging issues in the external environment;
- Foster effective collaboration with the Board,
- In addition to the President/ Chair of the Board, act as a spokesperson for ISCA;
- Conduct official correspondence on behalf of ISCA as appropriate.

PROGRAM DEVELOPMENT:

- Assist in the development of short/ long term plans for programs, monitor progress, assure adherence and evaluate performance
- Assist in design of performance objectives and implement and monitor programming to meet desired outcomes
- Develop yearly outreach plan according to program needs and capacity
- Ensure database(s) maintenance which include(s) participant information and mailing list
- Organize and establish meetings on regular basis with designated individuals to foster positive relationships
- Identify open positions and follow hiring and training procedures in a timely manner
- Organize training seminars to address staff needs and identify relevant external training opportunities
- Assist in the management of fiscal operations including budget development, modifications. Track expenditures. Continually monitor the program's financial health and make recommendations to the Board of Directors
- Assist with the development of public relations and communications strategies to support program goals and increase community awareness

FINANCIAL, RISK PLANNING & MANAGEMENT

- Ensure appropriate financial management of the organization's budget, including appropriate bookkeeping and accounting procedures are followed;
- Ensure appropriate and timely reporting to the Board and funding bodies;

- Work with the Board to prepare, manage and execute a comprehensive annual budget;

RESPONSIBILITIES AND ACCOUNTABILITIES:

- Approve expenditures within the authority delegated by the Board;
- Ensure ISCA's files and records are appropriately safeguarded and managed;
- Identify and evaluate the risks to the Association with respect to property, finances, goodwill and image. Implement measures to mitigate and control risks;
- Submission of financial accounting to appropriate funding agencies.

COMMUNITY ENGAGEMENT

- Provide strategic guidance and oversight on community engagement to the Board;
- Maintain and develop strong community connections and partnerships, and pursue continued innovation in, and communication with, communities as well as other stakeholders;
- Ensure ISCA is represented at community activities to enhance the Association's community profile and reputation;
- Determine staffing and volunteer requirements for effective and efficient organizational management and project delivery;
- Establish good working relationships and collaborative arrangements with community groups, funders, government agencies, educational institutions and others as required to help achieve the mission of ISCA;
- Promote an enhanced profile for the organization and develop opportunities to market services.

OPERATIONS

- Oversee the efficient and effective day-to-day operations of the Association using Board-approved policies and procedures;
- Develop and implement operational plans which oversee the Association's programs, projects and services;
- Establish a positive, healthy and safe work environment in accordance with all relevant legislation;
- Ensure that the operation of ISCA meets the expectations of its members, Board and other stakeholders;
- Facilitate effective Board meetings by preparing office reports, compiling meeting agendas, proposing topics for discussion/review, determining and initiating follow-up actions;
- Ensure that the programs and services offered by ISCA contribute to the Association's mission and reflect the priorities of the Board;
- Represent/designate a staff member to attend meetings of the Aboriginal Sport Circle and North American Indigenous Games Council meetings

REQUIREMENTS

- Cultural Knowledge and Understanding of Indigenous Communities;
- Minimum five-year experience as a senior manager in Indigenous sport, recreation and wellness;
- Degree in Business Administration, Sport Management, Community Development, Leadership or Management;
- Successful grant writing experience;
- Marketing and sponsorship experience;
- Proficient in the use of computers, video technology and personal technology (including Microsoft programs, smart phones, printers etc.);
- Able to work weekends and evenings is critical;
- Understanding of and Indigenous language an asset
- Valid Class 5 Drivers Permit;
- Provide a Vulnerable Sector Screening Check, and a Criminal Records Check cleared with no criminal activity.

JOB SUBMISSION

Email your cover letter, resume and salary expectation to:

Shannon Dunfield
Chair – Indigenous Sport Council Alberta
ISCADirectorN1@indigenoussportsalberta.com

Posting will remain open until a suitable candidate is found.

We thank you for your interest but only successful applications will be contacted for an interview.