



August 26<sup>th</sup>, 2024

Position Title: **Executive Director**

Organization: Archery Ontario, Provincial Sports Organization

Job Description: **Archery Ontario** is seeking an enthusiastic and effective individual with excellent management, planning, organizational and interpersonal skills to serve as the **Executive Director of Archery Ontario** (aka Ontario Association of Archers, Inc.).

We are looking for this experienced individual with a sports management / project management background, to join our team and contribute to the growth and development of the sport of archery in Ontario. This position reports to the volunteer Board of Directors, via the President and Vice-president of Administration.

The successful applicant will provide leadership and direction, as well as collaborate with the members of the board toward successfully accomplishing its mandate which is to develop, promote, expand and perpetuate participation in all forms of the sport of Archery in Ontario. The Mission, Vision, Values Statement, and the Strategic Plan are available on the Archery Ontario website.

Ideally, the successful candidate will have:

- Experience in directing and managing a not-for-profit sport, government funded or similar organization with varied stakeholders
- Knowledge of government funding criteria (primarily, but not limited to, Sport funding and hosting; development and training of athletes, coaches, officials and judges; Ontario government priorities (i.e. Women in Sport, LBGTQ2+, Newcomers to Canada, Equity & Inclusion, etc.)
- Ability to o Develop and maintain relationships with stakeholders and partners
- Proactively initiate and prioritize tasks and organize a diverse workload
- Consider priorities, deadlines and work toward successful outcomes
- Work with the treasurer to perform accounting tasks like budgeting, reviewing expenses, requesting payments and other financial duties.
- Ability to develop and oversee the review of policies governing programs and to manage programs within budget limits and timelines
- Strong communication skills and working knowledge of social media

- Working knowledge of various software (i.e. Google, Zoom, Excell, etc.) to collect data and share information and documents with the team, as well as maintain archived folders for historical purpose
- Knowledge of Governance for Not-for-profit organizations and / or interest in learning the most up to date information relating to Governance of this (and other) sports organization.
- Ability to work in alignment with Archery Canada, the NSO for Archery.
- Autonomy to work with a minimum of supervision and the ability to contribute to a team environment.
- Some evening work meetings may be necessary and attendance at some weekend events (i.e. tournaments, sports events, etc.) may be required.
- Complete Safe Sport training (opportunity can be provided) and able to provide a clean police screening / vulnerable sector check.
- Possess a valid driver's license and access to a personal vehicle

This 1-year contract position offers a flexible work schedule, based on .75 FTE (approx. 30-35 hours/week), and a salary, in alignment with qualifications and experience.

The successful candidate may work from their home-office or office setting/environment to be discussed. For ex. An office within another sports related business environment or sports organization. Tentative start date: Mid October 2024

MUST be a Canadian Citizen. MUST reside in the province of Ontario. MUST be a member, in good standing, of Archery Ontario. May purchase a membership if hired.

This job description provides an outline of some duties and responsibilities which may change over time, in relation to funding and government priorities. To apply, please email a cover letter (1 pager) and résumé (2 pages max.) by September 15<sup>th</sup> (midnight). Please include salary expectations, sample working hours and preferred office setting to [president@archeryontario.ca](mailto:president@archeryontario.ca)

Only those selected for an interview will be contacted. Thank you for your interest.

Best regards,

*Renée Brouillette*

Vice-president of Administration / Interim President

On behalf of the Board of Directors for Archery Ontario

