



JOB DESCRIPTION

EXECUTIVE DIRECTOR

DESCRIPTION:

We are looking for an Executive Director to join our team and guide our organization forward by overseeing all operational, financial, and technical aspects of the organization.

ORGANIZATION:

Ringette New Brunswick (RNB) is a non-profit, volunteer directed organization that is managed by a dedicated Board of Directors. At RNB, we take great pride in being a sport leader in delivering creative, community & competitive programming for all levels of ringette. Our membership includes 10 local associations, 7 High Performance (HP) teams and a National Ringette League (NRL) team, with a total membership of 1,300. We embrace diversity, inclusion, equity, and accessibility throughout all levels of the organization.

JOB OVERVIEW:

The Executive Director is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors. In addition, the Executive Director is also responsible for the administration, promotion, and programming of all activities related to RNB. Must be able to work flexible day/evening/weekend hours.

1. POSITION TITLE

Executive Director

2. REPORTING STRUCTURE

The Executive Director reports directly to the RNB Board of Directors through the Chair of the Board.

3. RESPONSIBILITIES

Responsibilities shall include, but not be limited to, the following:

- Implement Board policies and decisions
- Oversee the financial management of the organization
- Assist the Board with strategic planning
- Develop, update, monitor and report on Operational Plans that provide direction for a given year by integrating key aspects of the Strategic Plan with the Operational Plan and the budget
- Recruit, select, orient, manage and develop RNB staff and/or volunteers
- Deliver and monitor all programs and services to ensure consistency
- Establish, maintain, and promote external relations
- Oversee the membership registration of the organization
- Develop and maintain marketing and promotion strategies

4. REQUIREMENTS:

- Strong bilingual verbal, written and interpersonal communication skills (English and French)
- Excellent organizational and time management skills
- Strong knowledge of financials and how to build financial forecasting documents and/or budgets for the board of directors
- Ability to plan training seminars, prepare proposals, conduct surveys, develop and plan regional and provincial programs and analyze and resolve varying sport issues
- Ability to establish and maintain effective working relationships with all levels of professional staff, partners and stakeholders
- Ability to travel within New Brunswick as required

5. EDUCATION AND EXPERIENCE

- University Degree in Sport/Recreation Administration, Physical Education or Recreation & Tourism Management. A Certificate or Diploma in Business Administration may also be considered, or a suitable combination of education and experience
- 2 to 4 years of management experience in a voluntary sector, or employment working in an administrative and/or Executive Director role
- Knowledge of ringette and/or ringette-related experience in coaching, officiating, athlete or volunteer is an asset

6. PAYROLL AND BENEFITS

- Permanent full time position
- Work from home position
- Flexible hours (Based on 40 hours per week). Some evenings and weekends are required
- Salary Range for this position is \$45,000 - \$65,000 annually based on education/experience and includes employee benefits (medical, dental, and extended health)

WHY YOU SHOULD APPLY NOW:

- Our people make the difference!
- Community is at the heart of everything we do!
- Be part of the Fastest Game on Ice!
- We value your growth and development throughout your career!

If the above sounds like you, please submit your resume & cover letter to ringettenb.president@gmail.com by end of day on June 1st, 2023.

NOTE: Only those applicants selected for an interview will be contacted