

Swim PEI- Executive Director

March 2023



Overall Responsibilities

- Responsible to work with and provide leadership to the Board and staff to develop strategies for achieving mission, goals, and financial viability.
- Responsible for planning, organizing, and directing Swim PEI's operations and programs to support the Board's mission and goals.
- Develop and implement policies, procedures, and operational reporting/metrics.
- Maintain and utilize a working knowledge of significant developments and trends in competitive swimming in PEI & Canada.
- Oversee and report on Swim PEI's programs and results for the Board.
- Provide leadership to and manages the efforts of staff to ensure appropriate success and support of all programs.

Community Leadership

- Serve as the spokesperson representing Swim PEI well to its constituencies including members, Swimming Canada, Sport PEI, Government of PEI and other partnership groups.
- Develop and maintain positive working relationships within Swim PEI committees, members, and partnership groups.

Administration & Human Resources

- Establish and lead an effective team maintaining a climate of excellence, accountability, and respect.
- Recruit and retain qualified staff and volunteers and provide coaching, growth, and personal development opportunities.
- Ensure that policies, procedures, and organization culture maximize volunteer involvement.
- Ensure compliance with relevant business and employment laws and corporate policies.
- Ensure compliance with required background checks in accordance with policies.
- Ensure job descriptions and contracts are developed and that regular performance checks are conducted.

Financial Sustainability and Mission Impact

- Ensure adequate control and accounting of all funds complying with generally accepted accounting practices.

- Ensure that programs and services are developed, executed, modified and dismantled to maximize mission impact.
- Work with the Board, committees and staff to prepare budgets, monitor progress and initiate changes to operations and/or budgets as appropriate.
- Ensure official records and documents are retained in compliance of regulations.
- Jointly with the Board Chair and Secretary conducts official correspondence and jointly executes legal documents appropriately.
- Establish positive relationships with funders, donors, and sponsors.
- Ensure that services and funding relationships are robust enough to meet or exceed strategic goals and objectives.

Board of Directors

- Provide appropriate leadership to the board on matters of governance, policy development, strategic plans, and risk management.
- Ensure board members are fully informed in a timely manner on any issues or developments that may affect Swim PEI.
- Ensure that board committees are appropriately supported.
- Work with the board to ensure that the work of the board is effective as a body.

Skills / Qualifications

- Demonstrate leadership and management skills
- Ability to multitask
- Ability to work independently
- Takes initiative
- Creative problem-solving skills
- Enthusiastic
- Dynamic
- Flexible
- Organized
- Collaborative

Education / Experience

- Bachelor's degree
- 5+ years in program, financial, governance or sport management role(s)
- Background in swimming or other competitive sport.

Hours and salary

- 10-15 hours per week, \$25-\$35 per hour depending on number of hours worked.

How to Apply

Please submit your cover letter and resume at the following email address: info@swimpei.com with the subject ED application. Applications will be accepted until Friday, March 31st, 2023, at 11:59 pm.

We welcome all applications, but only those applicants selected for further consideration will be contacted.