

**VANCOUVER PHOENIX GYMNASTICS
EXECUTIVE DIRECTOR**

Vancouver Phoenix Gymnastics (VPG) is a non-profit gymnastics club with a vision to be the best provider of gymnastics programs in Canada; we strive for excellence.

Our mission is to be Canada's leader in providing safe, inclusive and diverse athlete-focused gymnastics, from foundational physical literacy to high performance international excellence, where athletes build character, develop life skills and challenge limits.

VPG is looking for someone who has success in business planning, operational performance, compliance, business process improvement and project management. Reporting to the VPG's volunteer Board of Directors, the Executive Director will be responsible for the overall business and operations of the Club, leading a vibrant and diverse organization towards realizing the Vision and Mission of the Club.

To learn more about Vancouver Phoenix Gymnastics, please follow the link:

<https://www.vpgymnastics.com/>

KEY RESPONSIBILITIES AND PRIORITIES:

Leadership and Management

- Work with all parts of the organization to develop and deliver Vancouver Phoenix Gymnastics' strategic plan, long-term business plans, annual goals and objectives
- Ensure the strategy, culture and daily work is embedded across the organization
- Oversee and effectively manage the daily operations of the organization, providing executive direction of all program strategy, compliance, quality assurance and program efficiency
- Foster a positive, engaging and collaborative work environment throughout the organization
- Build and maintain relationships with a broad range of internal and external stakeholders to support the Club's strategic objectives
- Lead by example by demonstrating a passion for delivering an excellent overall member experience
- Promote an environment that encourages continuous learning and facilitates a culture of continuous improvement
- Enhance the Club's image by being active and visible in the community, attending competitions where Phoenix athletes are participating, and by working closely with other professional, civic and private organizations

Organization Operations

- In collaboration with the technical staff, develop and implement operational plans that implement the Club's strategic plan, achieve its annual and longer-term goals and objectives
- Support the Technical Director in the planning, implementation and evaluation of the Club's programs and services, ensuring cohesiveness and effectiveness
- Responsible for the effective monitoring and administration of the Club's day-to-day operations and facilities
- Manage reporting and information to ensure delivery of relevant information to facilitate proactive, data driven decision making at all levels of the organization
- Responsible for the Club's overall human resource and talent management strategy and plan, including the recruiting, management, and retention of qualified staff

- Establish a positive, health and safe work environment in accordance with all relevant legislation and regulations
- Ensure risk management activities take place to reduce and control potential risks to the organization
- Ensure all correspondence is handled in an effective and timely manner, including member concerns, mediating responses and implementing action plans
- Oversee marketing and other communication efforts
- Perform other assigned duties

Financial Performance and Viability

- Responsible for the fiscal integrity of the Club, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization
- Provide financial leadership by managing within the approved budget, ensuring maximum resource utilization, and maintenance of the organization in a long-term positive financial position
- Develop, drive, and ensure the internal controls and processes required to effectively monitor financial performance and achieve annual targets, including financial stability of the Club
- Maintain and be accountable for a disciplined and transparent management reporting process
- Responsible for developing and pursuing all appropriate revenue sources, including fundraising, government grants and sponsorship opportunities, other revenues necessary to support the Club's mission

Board Governance

- Lead Vancouver Phoenix Gymnastics in a manner that supports and guides the Club's Vision and Mission
- Participate and contribute to strong governance with the Board fostering an effective, collaborative relationship
- Identify, assess and inform the Board of any issues affecting the organization and provides recommendations to address them
- Communicate effectively with the Board and provides, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions

Qualifications/Requirements:

- Post-secondary degree
- 10+ years of senior management experience or executive leadership role in sport administration and management, not-for profit sector, community program management, or a business-related field
- High level strategic thinking and planning
- Ability to envision and effectively communicate the organization's strategic mission and future to the staff, board, volunteers and the overall community
- Demonstrated ability to lead, influence, oversee, and work collaboratively with staff
- Solid organizational abilities, including planning, delegating, program development and task facilitation
- Strong financial management skills, including budget preparation, analysis, decision making and reporting
- Proven success working with a Board of Directors

- Strong written and oral communication skills
- Strong work ethic with a high degree of energy
- Knowledge of federal and provincial legislation for non-profit organizations
- Knowledge of gymnastics is an asset

If you have proven leadership experience and believe you have the skill set for this position, please submit your resume and cover letter, including your salary expectations, electronically to:

President, Vancouver Phoenix Board of Directors
BOD@vancouverphoenixgymnastics.com

We thank all applicants for their interest, however, only those chosen for interviews will be contacted.