



Employment Opportunity Executive Director

Racquetball Canada is the national governing body for the sport of racquetball in Canada and is currently seeking a new Executive Director. Reporting directly to the President and Board of Directors, the Executive Director is to act as the Chief Administrative Officer of Racquetball Canada.

The Executive Director is responsible for overseeing the operations of Racquetball Canada and ensuring initiatives are aligned with strategic priorities. The successful candidate will have held senior leadership roles and will have previous experience leading and managing a team of staff and volunteers. They will enjoy creating meaningful and new initiatives and partnerships as aligned with values and strategic plan of Racquetball Canada.

Experience and Qualifications

- Undergraduate degree in Physical Education or Sports Administration, Communication or a related field. A minimum of three (3) years of sport administration or business experience would also be accepted.
- Bilingualism (English and French) is a definite asset but not a requirement.
- Practical knowledge of sport organization operations including an understanding of performance management, integrated support teams (IST), long term athlete development and coach development
- Experience with marketing and communications, human resources, and organizational oversight.
- Financial management knowledge including experience with QuickBooks.
- Refined knowledge of strategic and operational planning, governance and policies
- Excellent oral and written communication skills, organizational abilities and results-orientated approach.
- Demonstrated ability to work effectively with volunteers.
- Proven experience in meeting deadlines and operating under time constraints.
- Strong organizational and interpersonal skills
- Flexibility in work hours as this position will require attendance at meetings and event; occasional travel is required.

We are accepting applications from individuals with the desired experience and qualifications. Knowledge of racquetball would be an asset; however strong leadership skills can be transferred to this environment and will be supported by our highly knowledgeable staff and Directors as appropriate. Racquetball Canada operates a “virtual” office.

The complete job description is available upon request.

Application Process

Interested and qualified candidates should submit by email their resume and cover letter outlining how they meet the above experience and qualifications to Donna Harris at execdirector@racquetballcanada.ca by **October 21, 2019 midnight EST**. Only those selected for an interview will be contacted.