



RINGETTE RINGUETTE
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Application deadline: 21 May, 2004

Starting Date: 18 June, 2004

Position: Executive Director

Location: Ottawa, Ontario

Salary: Commensurate with experience and qualifications

Job Description:

Ringette Canada is seeking a leader who is enthusiastic, highly motivated and educated for the position of Executive Director.

Job Summary:

The Executive Director is responsible for the overall management, growth and development of the organization. Reporting to the President and working within the policy direction of the Executive Committee, the Executive Director motivates and encourages the performance of others to achieve the organization's vision and goals. The Executive Director works with the Executive Committee to develop and implement communications, marketing and other plans to promote the growth of the membership and achieve members' objectives. This includes managing an office of three staff members and temporary employees as required that may be employed by Ringette Canada. Liaise with chairs and members of various committees, including the staff of the National Team. The Executive Director serves the organization and takes the lead role in the development and management of the organization's products (programs, services, events).

Primary responsibilities:

Financial management, human resource/volunteer coordination. Develops revenue sources, marketing, communications and membership. Liaises with partners, stakeholders and services the members.

Qualifications:

Self starter with proven financial and project management skills. Highly developed interpersonal skills, ability to work closely with and direct effort with volunteers, staff, members and public. Demonstrated ability to negotiate and work with government, agencies and other stakeholders. Strong written and verbal communication skills.

Experience:

Extensive experience in managing a provincial/national office, sponsorship, marketing and communications.

Functional knowledge of the Canadian sport system, NCCP/NOCP and knowledge of the sport of ringette is an asset

Education:

Post secondary degree in Sports Administration and/or comparable experience. Computer proficiency (Microsoft Office, Adobe Acrobat, Internet, E-Mail, Web site management).

Language:

Bilingualism is an asset.

Applications to be submitted to:

Selection Committee
Ringette Canada
Suite 201, 5510 Chemin Canotek Road
Gloucester, Ontario K1J 9J4
E-Mail: ringette @ ringette.ca