



## Job Description

**Position:** Executive Director

**Category and Position:** Full-time Professional

**Reports to:** Board of Directors

Reporting to the Board of Directors, the Executive Director is responsible for ensuring the operations of Rowing BC are aligned and managed in support of the strategy of the organization.

## RESPONSIBILITIES AND DUTIES

The duties of the Executive Director include, but are not limited to:

### Governance and Operations

- Create and monitor an operational plan that is aligned with the organization's strategy
- Ensure records are appropriately maintained and data management best practices are employed
- Inform the Board of Directors of internal and external issues that affect the organization
- Support the Board of Directors with the creation of the strategic plan
- Assist the Board of Directors with the creation of policy and procedures

### Financial Management

- Draft and monitor the annual operating budget
- Administer funds according to the approved budget and monitor monthly cash flow
- Assess short and long term financial and capital needs
- Prepare the annual audit and work with auditors to complete annual audited statements
- Review and submit all compliance reporting according to funding accountabilities

### Human Resources Management

- Oversee the implementation of human resources policies, procedures and practices, including the recruiting, interviewing, selecting and monitoring staff and contractors
- Complete annual performance reviews for staff
- Lead and develop volunteers who contribute directly to operations



### Community Engagement and Public Relations

- Maintain relationships with member organizations, the Government of BC, viaSport, Sport BC, Canadian Sport Institute, Rowing Canada Aviron, BC Games Society, Coaches Association of Canada and other external agencies
- Provide practical advice to community members for the delivery of their rowing activities
- Oversee external communications strategies and ensure internal communications protocols

### Fund Development and Sponsorship

- Actively seek new revenue sources and create a culture of philanthropy
- Develop and implement an annual fundraising plan
- Secure sponsorships in support of existing and future programs