

## VICE PRESIDENT – POSITION DESCRIPTION

STATUS	Full-Time Employee
REPORTING TO	CEO of Agency
POSITIONS SUPERVISED	Manager, Sport Technical and Performance Services Manager, Sport Participation and Information Services Contracts and Grants Administrator
NUMBER OF POSITIONS REQUIRED	1

## SUMMARY

The BC Sport Agency (the Agency) is a new organization in its start-up phase of operations. It has the unique opportunity to make a difference to the sport sector by providing strategic leadership and taking bold action to deliver on its vision of “an active, healthy British Columbia where sport inspires a field of possibilities for all”. The Agency will accomplish this by living its values of a passion for sport, delivering excellence, promoting accountability and continuous improvement, working with partners in a collaborative manner and acting with honesty and openness at all times. British Columbia will be a province of healthy children and families in safe, active communities through the power of sport.

The Vice President reports to the CEO and is responsible for leadership and its overall management. The Vice President is a strategist, a relationship builder, a facilitator and an implementer, responsible for the start-up operations of the Agency as well as the smooth running day-to-day activities that have been adopted from an outgoing organization. The Vice President also represents the BC Sport Agency by building strong relationships with the government, external stakeholders, partners and agencies.

## DUTIES & RESPONSIBILITIES

### STRATEGIC INITIATIVES

Working with organizations in the sport and recreation sectors, develop strategic initiatives and ensure they are implemented effectively in order to:

- Drive increased participation in organized sport and physical activity for all citizens of British Columbia;
- Support excellence in athlete performance;
- Provide leadership to the sport sector in British Columbia through planning and direction, development of sustainable cross-sector partnerships and the investment in key strategic initiatives;
- Ensure the sport sector is positioned to provide a positive and beneficial impact to help support healthier citizens and healthier communities; and,
- Work with major public/private funders to build a diversified, sustainable financial model, provide accountability and ensure that the return of investment meets or exceeds expected financial and social impact.

### OPERATIONS

- Oversee the development and distribution of grants and contribution agreements with Provincial Sport Organizations (PSOs), Multi-Sport Service Organizations (MSOs) and other sport organizations or agencies
- Develop and manage all organizational and project-based budgeting for the Agency
- Draft and manage service contracts as required
- Oversee the contract for office space, finance and accounting services, office management, human resources and legal services

- Develop policies and procedures needed for a start-up organization
- Oversee the hiring processes of all full-time, part-time and contract positions including developing and circulating job postings
- Coordinate and participate in the interview process, negotiate contracts
- Develop and oversee orientation and evaluation for part-time and contract staff
- Manage and directly supervise staff and short-term contracts

## GENERAL DUTIES

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- Develop and regularly revise a timeline/development plan required to realize the above responsibilities
- Work within allocated budgets
- Attend and provide status and budget reports at staff meetings and updates at external partner meetings
- Attend Board meetings as required
- Keep accurate and easily accessible documentation of all initiatives to ensure organizational continuity
- Other duties as required

## POSITION REQUIREMENTS

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### EDUCATION AND/OR EXPERIENCE

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An equivalent combination of the following education and experience will be considered:

- Post secondary degree in business or sports management (e.g. MBA, Bachelor of Commerce or Business Administration, Bachelor or Master of Sports Management) or other relevant degree
- Eight to ten years experience in management
- Experience developing and managing budgets, as well as long term strategic and annual business plans
- Experience working with Board committees as well as building and managing teams
- Experience working with local, provincial or national sport organizations

### SKILLS & KNOWLEDGE

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- Knowledge of the provincial, national, international sport systems as asset
- Strong relationship-building skills
- Ability to establish credibility and trust quickly with a wide range of stakeholders
- Strong business writing, presentation and verbal communication skills

### ATTRIBUTES

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- Demonstrated passion for sport
- Demonstrated ability to lead
- Strategic orientation and with experience in leading change management initiatives
- High ethical standards and the ability to self manage
- Values diversity and social inclusion
- Ideally has prior experience in not-for-profit management and stewardship
- Excellent analytical skills including needs assessment and program evaluation methodologies
- Solid track record at relationship building and partnering
- Experience building community relationships and accessing community resources
- Engaging and results focused
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**Please send cover letters and resumes to:** [information@bcSPORTagency.com](mailto:information@bcSPORTagency.com)