



Skate Canada: Alberta-NWT/Nunavut (the "Section") is the sport governing body for figure skating in Alberta, NWT and Nunavut. The Section is committed to excellence in the delivery of quality skating programs and services to almost 20,000 Skate Canada members and to over 180 clubs. As a result of an upcoming retirement, we are accepting applications for the following position located in Edmonton:

EXECUTIVE DIRECTOR

Reporting to the Chair of the Board of Directors and working within the policies and direction of the Board, the Executive Director will be responsible for the day-to-day administration and operations of the Section as well as offering strategic direction to the volunteer Board of Directors. The ability to forge strong working relationships with the Executive and Board of Directors, staff, volunteers, membership and sponsors will be critical. A motivational leader, the Executive Director will also be responsible for the management of all financial and human resources of the Section.

With an interest in figure skating, the successful candidate will possess proven business skills in communications, strategic planning, finance, legal, contract administration and marketing and be committed to the Section's mandate. He or she will be a team player who has successfully worked with task forces and volunteer committees. Goal-oriented, the successful candidate will have experience in motivating and encouraging the performance of others to achieve organization objectives. Managerial experience in the private sector is expected, as is a university degree in Business or a related field. A solid understanding of figure skating in Canada is a definite asset. Familiarity with sport and/or non-profit organizations, gaming regulations, grant applications and related governmental reporting is preferred.

The salary provided will be commensurate with qualifications and experience. Incentives and employee benefits are available.

Interested individuals should apply to the Human Resources Committee Chair by email to kkopelch@telus.net or in writing to 143 Aspen Meadows Place SW, Calgary T3H 4T2 prior to June 17, 2009.