



Executive Director

The Saskatchewan Games Council Inc. is a not-for-profit organization, which plays an integral role in advancing the provincial sport system. We believe that multi-sport games are critical to the development of leaders and communities for the future success of Saskatchewan and create provincial pride, lasting legacies, and exceptional experiences. The SGC works in collaboration with a variety of partners to support development opportunities for athletes, coaches, officials, volunteers, and communities through multi-sport games.

The Saskatchewan Games Council Inc. is seeking a highly motivated Executive Director. The Executive Director will serve as the senior executive responsible for managing the organization's infrastructure and fulfilling its strategic mission and priorities. The Executive Director is accountable to the volunteer Board of Directors.

Core competencies:

- A **servant leader** who teaches, coaches, and mentors staff and volunteers, while understanding the larger picture of the importance of sport and community.
- An **innovator** who recognizes new initiatives, trends, and opportunities.
- An **ambassador** who advances the Council, and Council's partner's needs through networking, personal influence, and political acumen.
- A **strategist** who in partnership with the Board and staff, defines, sets, and executes the vision and strategy for the Council, within the framework of sustainability and fiscal responsibility.
- A person of **strong ethics and moral standards** who is inclusive and committed to diversity and equity.
- A **transformational leader** who is willing to challenge the status quo and implement change.

Primary Duties & Responsibilities:

Governance:

- Support the Board in developing and monitoring a strategic plan.
- Ensure compliance with governance policies established by the Board of Directors.
- Review and update operational policies as needed.
- Prepare materials for meetings, maintain minutes, and attend board and committee meetings.
- Identify, report on, and manage risks within the risk management framework.
- Keep the Governance Manual and Bylaws up to date.
- Support new board member onboarding and orientation.
- Ensure all reports are filed with governing authorities.

Financial Management:

- Develop, present, and monitor annual and four-year budgets aligned with strategic priorities.
- Prepare and submit grant applications and follow-up reports.
- Monitor and manage bank balances and financial statements.
- Review and submit expenses and invoices for payment.
- Oversee insurance and work with auditors for year-end audits.
- Manage fund redemption, transfer, investment, and reinvestment.

Asset Management:

- Manage all capital assets and maintain an inventory.
- Implement a policy for purchasing, capitalization, depreciation, and disposal of assets.

Revenue Generation/Sponsorship:

- Identify and engage potential sponsors.
- Develop sponsorship proposals and agreements.
- Maintain sponsor relationships and review agreements.
- Seek out and apply for grants and funding opportunities.

Staff/Human Resources:

- Review job descriptions and compensation.
- Conduct annual staff performance reviews.
- Manage all staff-related matters.
- Prepare for and participate in the annual Executive Director performance review.
- Ensure a succession plan is in place.
- Provide direction, guidance, and support to staff, contractors, and suppliers.

Marketing/Communications/Public Relations:

- Act as the spokesperson and advocate for the Council's mission and values.
- Promote and protect the Council's image and identity.
- Build positive relationships with government officials, partners, community leaders, and volunteers.
- Oversee the development and implementation of marketing and communication strategies.

Programs & Services:

- Provide oversight and support for various programs and services, including the Saskatchewan Games, Team Sask – Canada Games, 55+ Provincial Games, and the Tony Cote First Nation Games.

Qualifications:

- Minimum 10 years of leadership experience in the public or private sector.
- Graduate degree in sport management, business, or related field or equivalent experience.
- Proven ability to operationalize strategic plans.
- Experience in financial management and organizational development.
- Volunteer management experience with boards and committees.
- Knowledge of not-for-profit governance.
- Familiarity with community development.
- Ability to attract and retain corporate support.
- Excellent communication and public relations skills.

Remuneration:

The Saskatchewan Games Council Inc. offers a competitive salary, including a comprehensive benefits plan and a defined contribution pension plan.

Working Conditions & Expectations:

- Occasional evening and weekend work is expected, as well as travel throughout Saskatchewan and Canada. This is typically for the Canada Games, or to attend events or meetings.
- Remote work may be considered.
- Preferred office location: Regina.

The Saskatchewan Games Council is committed to diversity, equity, and inclusion. We encourage applications from all individuals and offer reasonable accommodations during the recruitment process and employment.

Application Process:

Please submit your resume and a cover letter addressing how your qualifications and experiences align with the position requirements. Applications can be sent to hr-ed@saskgames.ca by November 16, 2023. We appreciate all applications, but only those selected for an interview will be contacted. Thank you for your interest in the Saskatchewan Games Council Inc.