

Executive Director/Technical Director

The Executive Director/Technical Director roles have been combined and modified with a reduced level of responsibility to allow us to maintain our day to day operations while reallocating resources to our Olympic effort. Duration of the contract: 8 to 10 months.

Reporting to the Board of directors, the Executive Director/Technical Director (ED/TD) will oversee and support the day to day operations of the Canadian Fencing Federation (CFF). The ideal candidate will have a minimum of five years of senior work experience within a sports organisation. They will have proven administrative skills working with key stakeholders including athletes, public and private funding partners (Sport Canada, Canadian Olympic Committee). Demonstrated successful experience in writing grant applications and liaison with government sport organisation are required.

Responsibilities:

Executive/Admin:

- Oversee all day to day operations of the Canadian Fencing Federation, including responding to enquiries from PSOs, athletes, government, etc.
- In collaboration with our Financial Planning and Management coordinator, oversee all expenditures related to funding streams, balance funding envelopes and ensuring all accountabilities are met.
- Maintain effective strategic relationships with key stakeholders including athletes, public and private funding partners (Sport Canada, Canadian Olympic Committee), and Provincial Sport Organizations.
- Complete grant applications, including exploring hosting grants and agreements, and ensure government requirements are met.
- In collaboration with the Events and Marketing Coordinator, oversee the efficient organization of events and competitions in collaboration with the relevant organizing committees (Canada Cups, Nationals, etc).
- Liaise with and submit monthly report of activities to the Board of directors.

Technical:

- Oversee the implementation and ongoing administration of the coaching certification program (existing modules), including maintaining the Locker and liaison with Coaching Association of Canada.
- Implement the Armband Program with the PSOs.
- Ensure the efficient ongoing implementation and administration of our Membership system.
- Act as the CFF liaison for the Canada Games 2023.

Safe Sport:

- Promote the safety, health, ethical framework, and commitment to safe sport for the corporation and its members;
- Create a Safe Sport culture in the fencing community and strive to be a national and international leader in the field.

Requirements:

- Minimum of five years of senior work experience within a sports organisation, preferably fencing.
- Strong knowledge of the sport of fencing in Canada.
- Demonstrated administrative skills working with key stakeholders including athletes, public and private funding partners (Sport Canada, Canadian Olympic Committee).
- Demonstrated knowledge of the CFF's Coach Development Program is an asset.
- Demonstrated knowledge of the CFF's Armband Program is an asset.
- Demonstrated experience in writing grant applications and liaison with government sport organisation.
- Demonstrated ability to liaise successfully with government agencies.
- Demonstrated ability to organize large competitions.
- Strong knowledge of Safe Sport.
- Functional knowledge of French is an asset.

Terms:

This is a FT contractual position for the 8 to 10 months leading up to the Tokyo 2020.

Salary: 60K/year (prorated for the duration of the contract).

If you share our commitment to fencing, please submit a cover letter and your résumé to recruitment@fencing.ca before Monday November 25, 2019.

The CFF is committed to fostering a healthy and positive work environment. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, The CFF encourages applications from all qualified candidates and will accommodate applicants' needs throughout all stages of the recruitment and selection process. If selected to participate in the recruitment and selection process, please inform us of any accommodation(s) that you may require to ensure your equal participation.