



Executive Director Search

The Ottawa Sport Council (OSC) is seeking a new Executive Director (ED) to further lead and build on the work it has accomplished over the last 11 years.

About the Ottawa Sport Council

Founded in 2013, the Ottawa Sport Council is non-profit organization serving as a leader for amateur and community sport in Ottawa. Through championing, educating, and connecting, OSC supports Ottawa's community sport participation and reduces barriers and increases accessibility for equity deserving populations. Representing over 700 community sport organizations, OSC's position as a champion of community sport is recognized by the City of Ottawa, and it is one the team and its partners are proud to have earned.

About the Job

The Ottawa Sport Council's (OSC's) Executive Director (ED) provides strategic leadership, direction, oversight, and hands-on execution to champion, educate and connect Ottawa's sport community. The ED is responsible for managing day-to-day operations, developing community partnerships, and ensuring the long-term sustainability and growth of the Sport Council's programs. The ED reports directly to the Board of Directors and plays a key role in promoting and advancing amateur and community sport in Ottawa.

Who we're looking for:

We are seeking a candidate for a **four-day-per-week** position. While this role is primarily structured for that schedule, we highly value flexibility and are open to discussing alternative arrangements based on individual skills and preferences. Our ideal candidate is experienced, creative, and passionate, with a strong understanding of community sport. This position provides a competitive salary, up to \$72,500 per year for a four-day workweek, based on qualifications and experience.

Key Responsibilities

Leadership and Strategic Planning

- Provide vision and leadership in developing and implementing OSC's strategic plan and initiatives to increase community engagement, inclusion, and access to sport opportunities
- Collaborate with the Board of Directors to set the organization's long-term goals, policies, and priorities.

Financial Management and Fundraising

- Develop and manage OSC's budget ensuring compliance with all financial reporting and legal requirements.

- Lead core and program fundraising initiatives, including grant writing and donor development, working with organizations such as the City of Ottawa, the Ontario Trillium Foundation, and Canadian Tire Jumpstart.

Community Engagement and Partnership Development

- Foster and strengthen the Ottawa community sport sector by cultivating relationships with members of community sport organizations. Facilitate collaboration through outreach and networking events, including the annual Ottawa Sport Summit.
- Create and implement marketing and communications strategies to elevate the OSC's visibility and reputation within the community.
- Cultivate and enhance partnerships with key stakeholders, including the City of Ottawa, national and provincial sporting organizations, and major funding bodies.

Program Management and Development

- Oversee and help execute, the development, delivery, and evaluation of OSC's programs and educational tools such as the [Ottawa Safe Sport Toolkit](#) and [The Belonging Playbook](#) working with staff and contractors
- Develop and support programs which reduce barriers and increase accessibility for equity deserving populations including management of the [Ottawa Sport Council Foundation](#)

Operations and Human Resources

- Oversee the organization's daily operations, ensuring efficiency, compliance, and alignment with strategic priorities.
- Manage, mentor, and support staff and volunteers, fostering a positive and productive work environment.
- Support the Board of Directors with recruitment of new Board members

Qualifications

- University or college degree in business, sports management, nonprofit management, or a related field or equivalent experience
- Minimum of 5-7 years of hands-on, senior leadership experience, preferably in the nonprofit, sports, or recreation sector.
- Proven experience in managing organizational finances, including budget preparation, analysis, decision making, and reporting.
- Strong fundraising, grant writing, and donor engagement experience.
- Proven ability to build and grow partnerships.
- Excellent leadership, team management, and interpersonal skills.
- Member focused
- Strong strategic thinking, problem-solving, and decision-making capabilities.
- Knowledge of nonprofit governance and the Canadian sport system

Skills and Competencies

- Exceptional written and verbal communication skills.
- Strong organizational skills with the ability to manage multiple projects and priorities.
- Passion for community sport and a commitment to equity, diversity, and inclusion.

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- Ability to work independently, take initiative, and thrive in a fast-paced, dynamic environment.
- Proficiency in Microsoft Office, financial management software, and donor management platforms.
- Bilingualism is an asset

Working Conditions

- Work will be conducted virtually (resident in Ottawa) and at the Ottawa Sport Council office at the House of Sport.
- The position requires some evening and weekend work for events and meetings where travel within the municipality may be required.

To Apply:

Please email your CV, and a cover letter highlighting your fit for the role **by October 31, 2024** to board@sportottawa.ca. Please include **“Executive Director Application”** in the subject line.

OSC is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, record of offences, age, marital status, family status or disability.

OSC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.