



JOB POSTING CANADIAN FENCING FEDERATION POSITION: EXECUTIVE DIRECTOR

Application Deadline: Dec 23rd, 2009

The Opportunity:

The Canadian Fencing Federation (CFF) is the national sport governing body for Fencing in Canada. The association liaises with the provincial sport governing bodies, its major training centers, leads implementation of a long term athlete development model, and is responsible for the selection and preparation of all of Canada's teams which compete in the World Championships and major multi-sport Games, including the Olympic Games.

The CFF mission statement is to enrich the lives of Canadians through the sport of fencing in partnership with our stakeholders by building a common plan for success. The association is seeking an Executive Director to be responsible for the administration of the strategic leadership of the association, together with the management and administration of all association programs and services.

Key Responsibilities

Reporting to the Executive Committee of the CFF, the Executive Director has authority to take the measures that are necessary in the daily management of the association to implement and administer approved plans, policies and programs. Key responsibilities include:

- Prepare, implement, monitor and evaluate multi year and annual plans.
- Manage the financial resources of the association including budget preparation and monitoring, submission of funding applications and investment of association legacy funds.
- Develop, supervise and evaluate each of the staff positions within the association. Provide guidance and leadership to association staff.
- Oversee the association's program delivery including high performance, domestic development, coaching and administrative programs.
- Develop, implement and evaluate strategic plan, multi-year plan and annual work plans for each area of the association.

- Ensure the operations of CFF sanctioned domestic and international events according to rules, procedures and policies in conjunction with event Organizers.
- Oversee the development and implementation of fundraising and marketing strategies and liaison with sponsors, suppliers and licensees.
- Liaise with the association's Board of Directors on all policy matters and the work of association committees.
- Coordinate the association's position in grievance and discipline matters and represent the association in any alternative dispute resolution cases.
- Liaise with association stakeholders and funding partners including Provincial/Territorial affiliates, Sport Canada, Canadian Olympic Committee, Podium Canada and the FIE.

Qualifications & Experience

- A university degree in a business and / or sport and recreation related discipline, or equivalent work experience.
- Experience working in the not-for-profit / association management sector.
- Experience working with a volunteer Board of Directors.
- Demonstrated ability to be self-directed, organize work, balance priorities, exercise good judgment and meet deadlines.
- Proven management experience with an organization of similar size.
- An excellent facilitator with a consultative leadership style.
- Able to express themselves effectively in French and English, both orally and written.
- Experience developing and successfully implementing fundraising and marketing strategies would be an asset.
- An understanding of the Canadian sport system is an asset.

Compensation

This position would be of interest to those earning in the range of:

\$65,000 to \$ 75,000 per year plus benefits.

Applications for the Position

The CFF hires on the basis of merit. It is committed to the principle of equity in employment. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

Applications for the position must be received no later than the end of business **23rd December, 2009**. This application Deadline may be extended at the discretion of the Association. Please e-mail your résumé to:

Executive Director Hiring Committee
Canadian Fencing Federation by email only: president@fencing.ca

We thank all applicants for their interest. However only those selected for an interview will be contacted.

Note: A detailed position description is available on the CFF website (www.fencing.ca).

- **This position is financially supported by the Government of Canada – Sport Canada**