

JOB DESCRIPTION - Chief Executive Officer

1 DESCRIPTION:

Organization: Triathlon Canada

Title: Chief Executive Officer (CEO)

Reporting to: Board of Directors via the President

Location: National Office - Suite 121, 1925 Blanshard Street, Victoria, BC (*consideration may be extended for a remote hire with regular and frequent working visits to the national office*)

Start Date: October 1-15, 2024

2 OVERVIEW OF TRIATHLON CANADA:

Triathlon Canada is the national governing body for triathlon in Canada and leads the Canadian triathlon community by supporting the sport's growth, the sport's long term sustainability and performance of athletes, coaches, officials, and administrators at all levels.

Funded in part by Sport Canada, Triathlon Canada's general responsibilities include:

- Governing all aspects of the sport within Canada.
- Oversight of the high performance and sport development programs.
- Implementing national initiatives to develop and promote the sport.
- Sanctioning national and international level competitions.
- Proposing and supporting bids for international competitions in Canada.

The Board of Directors ("Board") is competency based and provides the independent governance oversight and accountability needed to enable Triathlon Canada to fulfill its mission, values, vision, and strategy.

3 OVERVIEW OF POSITION:

The CEO is responsible for the day-to-day supervision and executive management of the organization, with an explicit emphasis on providing oversight to the High Performance and Sport Development Programs.

4 GENERAL RESPONSIBILITY:

The CEO leads and oversees the organization in all operational areas of Triathlon Canada including high performance, sport development, business operations, partner relations and program delivery to achieve Triathlon Canada's operating and strategic priorities. The CEO will:

- Lead in the creation and ongoing analysis of quadrennial strategic plans for review and approval by the Board.
- Work closely with the High Performance Director (HPD) to support, develop and oversee the overall direction of Triathlon Canada's High Performance and Next Generation Programs.
- Work closely with the Director of Sport Development to support and oversee strategies aimed at enhancing clear pathways for athletes, coaches and technical officials.
- Work closely with the Director of Business Operations to oversee the development of annual business plans and budgets.
- Work closely with the President of the Board in leading and directing appropriate communication with World Triathlon and Americas Triathlon.
- Lead and optimize relationships with Sport Canada, OTP, COC, CPC, COPSI Network, corporate

sponsors/partners and other key relationships.

- Lead and optimize collaborations with provincial triathlon organizations on identified strategies.
- Enhance the branding, communication and marketing of Triathlon Canada aimed at optimizing revenue generation.

5 KEY RESPONSIBILITY AREAS:

5.1 Administration & Operational Oversight

- Lead a team of full-time and part-time staff.
- Oversee performance management, evaluation and development plans of all staff.
- Assure organizational short and long term stability and quality of programming.
- Oversee all financial aspects of Triathlon Canada including budget, monitoring and audit.
- Prepare annual applications and proposals for financial assistance and operating reports to all funding agencies.
- Work with senior staff, contractors, committees and stakeholders to proactively identify and execute a revenue generation strategy.

5.2 High Performance

- Collaborate with the HPD and National Coaches in developing, executing and monitoring quadrennial and annual plans.
- Collaborate with the HPD in presenting quadrennial and annual plans at Own the Podium Sport Reviews.
- Support the HPD in the development and monitoring of all high performance budgets to ensure alignment with quadrennial and annual plans.
- Support the HPD in the development of national selection policies for international teams, national squads and international competition strategies and pathways.
- Facilitate cross-functional relations between High Performance and Sport Development teams to ensure alignment in program delivery.

5.3 Governance & Policy

- Facilitate optimum performance by the collective Board, its committees and individual Board Directors.
- Provide the Board with advice and information to promote efficient and effective decision-making.
- Comply with and regularly review the organizational policies, governance structures and practices to make recommendations to the Board for appropriate changes.
- Oversee the day to day monitoring of policies and procedures to ensure effective governance.
- Ensure Triathlon Canada upholds highest standards of ethical delivery through effective monitoring and adherence to policies and procedures regarding health and safety, Safesport and Anti-Doping Standards.
- Lead in the maintenance of an effective risk register, risk management controls and mitigation strategies.

5.4 Partner Relations

- Serve as official public spokesperson for Triathlon Canada.
- Promote good public relations and promote the brand.
- Maintain productive relationships with funding agencies and partners.
- Forge new and optimize existing relationships with corporate sponsors, commercial partners and official suppliers.

5.5 Legal

- Ensure the filing of all legal and regulatory documents and monitor compliance with all relevant laws and regulations.
- Ensure the organization has 'fit for purpose' and sufficient insurance coverage to protect and maintain the organization, including but not limited to Directors & Officers insurance

- Keep the Board apprised of significant legal, risk management, Safesport and insurance issues.
- Lead the management of Triathlon Canada’s appeals processes.

6 LEVEL OF AUTHORITY:

The CEO has full executive authority for the responsibilities outlined above, subject only to any limitations as may be specified by the Board.

7 SUCCESS CRITERIA / MEASUREMENTS:

- The CEO will be assessed on their ability to achieve the Strategic Priorities and Goals set out in the Triathlon Canada Strategic Plan 2021-2028 (reviewed and potentially amended post Paris 2024) and the Annual Operation Plan.
- Achieve financial sustainability through securing public funding and revenue generation processes in the medium-longer term.

8 DESIRABLE SKILLS AND ATTRIBUTES:

- Ability to build trust and work collaboratively with the Board, staff and stakeholders.
- Dynamic enthusiastic leader with vision, critical thinking and the ability to think ‘outside the box’.
- Possesses a growth mindset with proven ability to overcome challenges and setbacks.
- Performance driven, including the ability to set and prioritize targets.
- Commitment to equity, diversity and inclusion.
- Effective, clear and confident communication skills.

9 KNOWLEDGE AND EXPERIENCE:

- Leadership or senior director experience in high performance sport.
- Experience with the Canadian High performance sport community.
- Familiarity with revenue generation (including philanthropic donations, fund-raising, sponsorship solicitation and working collaboratively with funding partners).
- Experience preparing budgets, delivering against agreed programs, and monitoring expenditures.
- Experience leading and managing staff.
- Good working knowledge of the sport of Triathlon.
- Experience of working collaboratively with Boards of Directors.

10 EDUCATION/QUALIFICATION SKILLS

- University degree in sports or management-related discipline or equivalent practical experience.
- Computer literate, including Office products, Windows, Databases.

11 APPLICATION INFORMATION

Please submit your CV and cover letter outlining your expertise, interest and salary expectations directly to hello@sportlaw.ca. Application should be submitted with subject line “Chief Executive Officer” and be received no later than August 12, 2024.

Triathlon Canada is committed to creating an inclusive, safe 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, age, marital status, family status or disability.

We thank you for your interest. Only those selected for further screening or an interview will be contacted.