



JOB DESCRIPTION - CHIEF EXECUTIVE OFFICER (CEO)

1. DESCRIPTION:

Organization: Triathlon Canada

Title: CEO

Reports to: the Board of Directors via the President

Location: National Office - Suite 121, 1925 Blanshard Street, Victoria, BC (or remote within Canada with a regular presence in Victoria)

2. OVERVIEW:

A national sport organization, Triathlon Canada is the national governing body for triathlon in Canada. The Triathlon Canada nation includes groups and individuals who at present, in the future, or formerly, have engaged with the organization at a grassroots level through to the international stage: athletes, coaches, officials, local event organizing committees, provincial sport organizations, volunteers, spectators and corporate partners.

3. JOB CATEGORY & NATURE OF POSITION:

Triathlon Canada leads the Canadian triathlon and multisport community by supporting the sport's growth and performance of athletes, coaches, officials, and administrators at all levels. The CEO leads and manages Triathlon Canada in accordance with the strategic direction set by a competency-based Board of Directors ("Board"). The Board provides the independent governance oversight and accountability needed to enable Triathlon Canada to fulfill its values, vision, mission and strategy. The CEO assists the Board in fulfilling their governance role and supports them in achieving their strategic priorities. The CEO has responsibility for administration, planning, revenue generation, financial management, partner relations, communications and all programs of Triathlon Canada.

4. GOAL:

The CEO is responsible for the operations of Triathlon Canada and the fulfillment of Triathlon Canada's operating and strategic objectives. The CEO works closely with the Board, standing committees, operating committees, staff and key volunteers to achieve Triathlon Canada's strategic priorities and goals.

5. GENERAL RESPONSIBILITY:

Funded by Sport Canada, Triathlon Canada responsibilities include:

- Governing all aspects of the sport within Canada;
- Managing, through the High Performance Director (HPD), the high performance programs;
- Selecting and managing, in collaboration with the HPD and appropriate stakeholders, the national teams;
- Implementing national initiatives to develop and promote the sport;
- Sanctioning national and international level competitions and tournaments;

- Providing professional development for coaches and officials in their sport;
- Proposing and supporting bids for international competitions in Canada.

6. KEY RESPONSIBILITY AREAS:

6.1 Administration and Operational Management

- Provide leadership and develop all areas of Triathlon Canada including High Performance, coaching, operations and program delivery (in total, approximately 7 employees).
- Recruit, develop and retain a senior management team with appropriate skills and experience to achieve Triathlon Canada's strategic objectives.
- Manage the human resources of Triathlon Canada by implementing appropriate systems for selecting, developing, motivating and evaluating all staff and key volunteers.
- Grow and support the engagement of Triathlon Canada nation in collaboration with stakeholders including athletes, coaches, officials and administrators at all levels.
- Assure organizational stability and quality of programs through the implementation of systems, standards, procedures and evaluation mechanisms.
- In conjunction with the Board, set all budgets and optimize short and long term financial performance of Triathlon Canada.
- Oversee all financial aspects of Triathlon Canada including budget, monitoring and audit, and work with the Board, committees and key volunteers to proactively identify and secure new sources of corporate funding that align with and advance Triathlon Canada's strategic priorities and goals.
- Prepare annual applications and proposals for financial assistance and operating reports to all funding agencies.
- Develop and implement innovative and impactful communications, marketing and sponsorship plans.

6.2 Strategy

- Create quadrennial strategic plans for review and approval by the Board.
- Assist the Board in determining Triathlon Canada's vision, mission, values and standards of ethical conduct.
- Prepare annual operating plans and budgets for review and approval by the Board.

6.3 Policy

- Comply with and regularly review the organizational policies of Triathlon Canada and make recommendations to the Board for changes as appropriate. Such policies include governance policies, policies governing relationships with members and registered participants, and policies applicable to PSOs, High Performance and the age group athletes.
- Ensure Triathlon Canada upholds highest standards of ethical athlete-centered delivery through effective policies with regard to health and safety, Safesport and COC/ITU Anti-Doping Standards.
- Maintain effective risk register that includes risk management controls and mitigation strategies (including health and safety and IT).

6.4 Partner Relations

- Serve as official public spokesperson for Triathlon Canada.
- In conjunction with the President, promote good public relations, increase the value of, and

promote the Triathlon Canada brand.

- Maintain positive and productive relationships with key funding agencies including Sport Canada, Own the Podium, Canadian Olympic Committee, Canadian Paralympic Committee, Canadian Sport Centres/Institutes and with the international governing body for triathlon (ITU).
- Forge new and maintain existing positive relationships with Triathlon Canada's corporate sponsors, commercial partners and official suppliers.
- Develop and maintain positive and effective relationships with Triathlon Canada's Provincial partners, Local Organizing Committees, and Triathlon Canada Athletes.

6.5 Governance

- Working closely with the President, ensure good governance through a competency-based and transparent Board appointments system.
- Work with the President to ensure the Board fulfills its governance function and fiduciary role.
- Attend all Triathlon Canada Board meetings and Annual General Meeting.
- Facilitate optimum performance by the Board, its committees and individual Board directors.
- Provide the Board with sound advice and information to promote efficient and effective decision-making.

6.6 Legal

- Ensure the filing of all legal and regulatory documents and monitor compliance with all relevant laws and regulations.
- Manage the Board's due diligence process to ensure timely and informed attention to core issues.
- Keep the Board apprised of significant legal, risk management and insurance issues affecting Triathlon Canada.

7. QUALIFICATIONS & EXPERIENCE

- A university degree in a relevant discipline (sport, business management, not-for-profit, administration, etc.). An equivalent mix of education, professional development, and practical experience in a similar organization may also be acceptable.
- Proven financial management skills including budgeting, forecasting, and overseeing preparation of financial statements and resource development. Previous experience with revenue generation, including the acquisition, maintenance, and retention of corporate sponsors and funding partners, would be an asset.
- Ability to manage people and implement best-practices related to all facets of human resources, including recruitment, retention, evaluation, succession planning, and training and development.
- Strong strategic thinking and planning skills combined with sound judgement, to anticipate and respond to sector issues and interests.
- Experience within a Sport related environment, Sport governing body, NSO/PSO and/or similar organization.
- Strong interpersonal skills with experience developing relationships and collaborating with a broad range of stakeholders, including volunteers, elected officials, community partners, sponsors, and member organizations.
- Previous experience reporting to, or working with, a Board of Directors is preferred.

- Strong verbal and written communication skills. Fluency in both of Canada's official languages is an asset.
- Demonstrated success as a people leader who is adept at establishing and maintaining effective interpersonal relationships and who brings a track record of delivering programs and services on budget with judgment, tact, and integrity.
- Experience at a senior managerial level with accountability for financial and revenue goals, program development, staff development, and strategic and operational planning.

REQUIREMENTS:

- Must be eligible to work in Canada
- Must be able to meet all requirements for International travel
- The successful candidate will be required to undergo an Enhanced Police Record Check and/or vulnerable sector check, safe sport training and other screening requirements.

SALARY:

Commensurate with experience and in line with that of CEO of a non-profit national sport organization.

WORKING CONDITIONS:

Ideally, the position is based out of the national office in Victoria BC, however an exception may be made for the right candidate, with regular travel to the national office.

NSO/CEOs usually work in an office environment, but the mission of the organization may sometimes take them to non-standard workplaces. NSO/CEOs typically work a standard work week, and will often work evening, weekends, and additional hours to accommodate activities such as Board meetings and representing the organization at public events.

CONTACT INFORMATION:

Confidential submission of a cover letter and resume (preferably one PDF document, titled with first and last name) should be forwarded to Robin Witty, Triathlon Canada CEO Search Committee, at hello@sportlaw.ca by **July 26, 2023**. Please indicate: CEO Triathlon Canada in the subject line.

Triathlon Canada is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, ancestry, place of origin, colour, ethnic origin, creed, gender, sexual orientation, age, marital status, family status or disability.

While we thank all applicants for their interest only those selected for an interview will be contacted, beyond receiving acknowledgement of receipt of their application.