



Executive Director

The Edmonton Sport Council (ESC) is a non-profit society serving and representing the sport, active recreation, and active living community.

Mission: The ESC advances the sport, active living, and active recreation sector by:

- Strengthening the sector
- Giving voice to issues affecting sport, active living, and active recreation

Vision: All Edmontonians living active for life.

The Core Values of the Edmonton Sport Council are consistent with and in observance of the [Canadian Charter of Rights and Freedoms](#), as we recognize that sport, physical activity, and active recreation should be:

- accessible,
- participant-centered,
- equitable and fair, with shared leadership and accountability, and
- values based.

The Edmonton Sport Council also affirms that:

- a) All Edmontonians have an equal right to access quality sport and active recreation environments.
- b) All Edmontonians involved in sport and active recreation are valued for their unique participation.
- c) Through sport and active recreation, all Edmontonians have access to resources and spaces.
- d) Edmonton's sport and active recreation opportunities are participant centered. Edmontonians are supported to be involved in sport and active recreation through community connections.
- e) Sport and active recreation for Edmontonians reflects a collaborative culture and shared leadership among government, organizations, educational institutions, and business.
- f) Sport and active recreation opportunities in Edmonton offer individuals environments of learning, respect, and tolerance.
- g) Sport and active recreation in Edmonton encourage the development of competence, confidence, and motivation to be active for life.

2023 – 2026 Strategic Goals

"The Edmonton Sport Council is a leader of amateur sport and active recreation in Edmonton which gives voice to issues while seeking to align the sector so that all Edmontonians can live active for life

1. The ESC works with others to inspire more Edmontonians to live active.
2. The ESC is an acknowledged voice for the importance of active living, active recreation, and sport.
3. The ESC has a governance structure that follows best practice.

Position Overview:

Reporting to the Board of Directors, the Executive Director is responsible for the leadership of the ESC, and the oversight of all operations, finances, and relationships. As such, the Executive Director will have an understanding and knowledge of, and experience with, Edmonton's sport, active living, and active recreation sector.

Responsibilities include implementing the organization's strategic plan through initiatives and risk management strategies that ensure strategic objectives are achieved, operations are run effectively and efficiently, assets are protected, funds are spent appropriately, and development plans are achieved. The Executive Director works with the Board Chair and Board Committees to facilitate the operations and deliberations of the Board of Directors.

The Executive Director is responsible for sustaining and growing a positive reputation of the ESC, building relationships, and providing leadership to ensure the organization is meeting the diverse needs of Edmonton the sport, active living, and active recreation sector, and other stakeholders.

Key Responsibilities and Accountabilities:

Strategic Vision and Planning

1. Support the development execution and monitoring of the strategic plan.
2. Create and implements the approved operational plan to achieve strategic goals aligned with City of Edmonton Service Agreement and the strategic plan.
3. Implement effective reporting tools and accountability measures in relation to the execution of the strategic plan.
4. Foster the development of a common vision, direction, and organizational priorities with key stakeholders.
5. Actively guide the organization's strategic influence through a broad and well-informed perspective of the various forces and factors impacting and influencing the sport, active living, and active recreation sector locally, provincially, and nationally.

Leadership

1. Be an innovative leader and relationship builder to establish a collaborative stakeholder approach to related issues in the Sport and Active recreation sector.
2. Oversee ESC human resources, including employee orientation, training, and salary & compensation changes.
3. Advance the importance of sport, physical activity and active recreation through participation and presentations at conferences and other events.
4. Working with funders to identify investment opportunities in sport, physical activity, and active recreation in Edmonton.
5. Cultivate and develop key alliances and positive relationships with the City of Edmonton Administration as it relates to the sport, active living, and active recreation sector. This includes community organizations, foundations, business and corporations, and other parties.
6. Work to build the capacity of Edmonton sport, active living, and active recreation organizations.

Governance

1. Support the Board in determining the strategic direction.
2. Inform the Board on important issues that impact the organization and/or the sport, active living, and active recreation sector in general.
3. Provide administrative and operational support to the Board and Board Committees as deemed appropriate.
4. Develop, manage, and maintain productive working relationships with City Administration, Explore Edmonton, and other governmental agencies.
5. Ensure compliance with ESC policies

Risk Management

1. Ensure ESC assets and activities are protected and adequately insured.
2. Ensure payroll taxes and other statutory deductions are accurately filed.
3. Monitor applicable common and statutory laws and ensure the organization complies with all statutory, regulatory, and reporting requirements.
4. Ensure appropriate contract administration.
5. Safeguard the organization's intellectual property.
6. Ensure appropriate risk management and internal control strategies are in place and monitored to provide effective control and response to crisis situations.

Administration

1. File information annual returns, rebate applications, income tax withholding and annual provincial returns.
2. Ensure the organization's information technology systems and associated service providers effectively support operational and business needs.
3. Ensure proper storage of financial and other records in accordance with legal and statutory requirements.
4. Encourage the development of innovative programs and funding to secure them.
5. Establish and maintain systems and processes that ensure quality service delivery.

Financial Management

1. Identify long-term financial objectives aligned with the Strategic Plan and seek to diversify revenue streams for the long-term financial stability of the ESC.
2. Establish financial management procedures and controls to ensure maximization of financial resources.
3. Develop and monitor an annual budget aligned to the Strategic Plan.
4. Maintain integrity of the financial and related information systems.
5. Provide the Board with timely and accurate financial reports, explaining differences between budgets and actuals, and identify appropriate action.

Partnerships

1. Build key relationships and partnerships to advance sport, physical activity, and active recreation in Edmonton.
2. Build collective understanding on the benefits of sport, physical activity, and active recreation to address social issues and address barriers that prevent Edmontonians from accessing sport, physical activity, and recreation.
3. Cultivate and collaborate with other sport councils from across Alberta and Canada, to collectively advance sport, physical activity, and active recreation by sharing and developing best practices.

Communication

1. As the official ESC spokesperson, be a key driver of positive messaging about the value of sport, active living and active recreation to traditional and non-traditional stakeholders including the Edmonton media.
2. Determine media leads, organize media events, and create positive narratives of the work of sport, active living, and active recreation in Edmonton.
3. Build communication pathways to share sector events, resources, information, and projects.
4. Create and maintain engaging communication tools (website, Enews and social media) with relevant information to support Edmonton sport, physical activity, and active recreation organizations and Edmontonians who wish to participate.

Qualifications, Skills and Experience

1. Undergraduate degree plus 5 years of experience in a management leadership position.
2. Passionate about the positive elements of sport, active living and active recreation and highlight them as they address health and wellbeing.
3. In-depth knowledge and understanding of the sport, active living, and active recreation sector, including relevant federal, provincial, and municipal policies, and how they interrelate.
4. Strong people-leadership and team skills.
5. Proven leader in collaboration and relationship building with external stakeholders.
6. Excellent strategic, facilitation, planning, organization, and interpersonal skills.
7. Must be highly organized and self-directed in approach to work.
8. A demonstrated ability to work successfully with a Board of Directors.
9. Business and financial acumen.

Compensation – Salary range \$80,000-\$ 100,000/ year