



Revelstoke Nordic Ski Club

2265 Hwy 23 South, P.O. Box 1618, Revelstoke, BC V0E 2S0
Ph: 250-814-4262 Email: info@revelstokenordic.org
www.revelstokenordic.org

Job Posting – Executive Director

Summary

The Revelstoke Nordic Ski Club (RNSC) is seeking a dynamic and energetic individual to fill the role of Executive Director. The Executive Director is expected to act as a professional liaison between the membership, the public, RNSC staff, and the board. This person holds a key leadership role and is responsible for ensuring the effective operation of the RNSC and implementing of our Strategic Plan. The Executive Director reports to the Club President and will work with the board, all sub-committees, and staff to fulfill our purpose:

- a) To promote the interest in and to develop sportsmanship and proficiency in Nordic skiing;
- b) To organize, administer and coordinate appropriate Nordic skiing opportunities for all ages in the community;
- c) To enter into affiliation or reciprocal arrangements with any other society or club with which it is considered advisable, that it may in any way assist in achieving any or all of the purposes of the club;
- d) To obtain and manage the necessary finances, personnel and equipment to operate Nordic skiing programs and facilities.

Required Skills and Experience

- Proven leader, self-motivated, highly organized, and adept at prioritizing competing demands
- Creative, resourceful, and solution-oriented
- Effective interpersonal, communication, and conflict management skills
- Expert reading, writing, and editing skills
- Proficient computer skills, including Microsoft Office, Google Mail, Google Drive, Facebook, Instagram, WordPress, and MailChimp
- Experience with raising funds for a non-profit, including grant writing and obtaining sponsorships
- Experience working with volunteer boards and committees
- Experience managing staff and volunteers

Preferred Skills and Experience

- Experience with Nordic skiing facility operations, including the Revelstoke Nordic Ski Club
- Proficiency with Zone4.ca and similar sport-specific file management technologies



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Responsibilities

Working collaboratively with the board, sub-committees, and staff, the Executive Director is responsible for, although not limited to, the following:

Administrative and Personnel

- Understanding of club organizational structure
- Implementation of club policy
- Managing club documents, including Google Drive
- Inventory of club assets and ensuring appropriate insurance coverage
- Submission of annual required documents and permitting, including Annual Operating Plan and Partnership Engagement Agreement
- Attending at board meetings and Annual General Meeting, including preparation of agendas and the recording and distribution of minutes
- Hiring, supervision and dismissal of staff, including management of personnel files
- Ensuring compliance with WorkSafe BC guidelines

Financial

- Understanding of club's financial situation
- Collaborating on development of annual operating budget
- Administering club funds in accordance with the budget approved by the board
- Supporting the bookkeeper in maintaining sound bookkeeping procedures, including financial reporting, managing club credit cards, point-of-sale systems, and accounts payable and receivable

Operations and Facilities

- Understanding and oversight of day-to-day club operations
- Overseeing the management of all club facilities, including caretaker suite
- Implementing an asset management strategy
- Leadership and support for major capital projects, including collaboration with identified Project Manager
- Coordinating club-wide facility use, including special events and off-season activities

Fundraising

- Understanding and coordination of club-wide fundraising efforts
- Developing diversity and increasing sustainability within revenue sources
- Identifying grants and preparing applications, including follow-up on deliverables of successful grants
- Ensuring appropriate recognition of donors and funding partners



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Membership, Communications and Marketing

- Engaging with club members and volunteers, including formal acknowledgement and appreciation for volunteer contributions
- Developing and implementing club communication and marketing strategy
- Representing club at networking and community activities, including developing relationships with stakeholder organizations
- Managing club membership services, including Zone4 and membership passes
- Supporting the planning and delivery of club events, including Membership Day / Night
- Publishing club newsletter
- Managing club website and social media accounts
- Managing club ambassador program, including selection, training and scheduling
- Managing feedback from membership and public

Programs and Special Events

- Understanding of club programs and supporting the Head Coach with their delivery
- Identifying opportunities to develop programs in accordance with club-wide needs
- Supporting the planning, promotion and delivery of special events, including race hosting

Salary and Conditions

The Executive Director is a salaried position beginning in October 2019 and continuing until April 2020. Salary will be commensurate with experience and range from \$25,000 - \$27,000. There will be an opportunity to renew in May 2020, for a year-round position with an annual salary between \$36,000 - \$40,000. The Executive Director will average 30hrs/week between October and April and 15hrs/week between May and September. Hours and location of work will vary and be flexible, and will include evenings and weekends.

Applications

Interested candidates please submit resume and cover letter to the Revelstoke Nordic Ski Club Board, info@revelstokenordic.org, by August 16th, 2019. Only candidates selected for an interview will be contacted.