



# GENERAL MANAGER

## JOB POSTING

### The Position

The Revelstoke Nordic Ski Club (RNSC) is seeking a general manager to head its energetic and motivated team of staff and volunteers. The general manager works closely with the board of directors and staff to ensure operations are efficient and aligned with our mission to provide opportunities for all ages and ability in a healthy atmosphere of cooperation and respect.

The general manager is responsible for the club's resources and assets, and oversees day-to-day operations. See General Manager Role Description for a more detailed description.

### Essential Qualifications:

- Strong organizational skills, with proficiency using collaborative tools (e.g. Google Drive, SharePoint, etc.).
- Leadership experience.
- Demonstrated fiscal responsibility.
- Enthusiastic supporter of Nordic skiing, with the ability to be a strong advocate for the RNSC.

### Desirable Qualifications and Attributes:

- Experience in or understanding of working in a non-profit sporting organization.
- Strong writing skills and experience in website management, producing e-newsletters, and other forms of online communication (e.g., social media).
- Fundraising experience, including grant writing.
- Event planning experience, specifically competitions.

**Application Deadline:** Nov 17, 2023

**Preferred Start Date:** Dec 1, 2023, but negotiable

### Compensation

This is a year round, part-time position, with flexible and variable hours totalling about 20 hours a week.

The annual salary will be based on skills and experience, with a minimum starting wage of \$32.00/hr.

### How to Apply

Your application must clearly demonstrate your experience related to the job requirements. Please send a cover letter and resume to [info@revelstokenordic.org](mailto:info@revelstokenordic.org) by November 17, 2023.

### About the Revelstoke Nordic Ski Club

The RNSC is proud to be the largest club in Revelstoke, with over 1200 members, and is one of the oldest ski clubs in Canada. The RNSC has 30 km of groomed trails, with 6 km of lights for night skiing. Our day lodge is a beautiful facility that welcomes users year-round. The club runs an extensive skills development program for youth as well as adults. The competitive program is extremely successful, with Revelstoke athletes proudly competing at provincial, national, and international levels.

## RNSC GENERAL MANAGER - ROLE DESCRIPTION

The general manager oversees the day-to-day operations and overall management of the club. Working collaboratively with the board of directors and staff, the general manager is responsible for the following:

### Strategic Planning:

- Collaborates with the board of directors to establish organizational goals and key performance indicators.
- Collaborates with the board of directors to develop and implement long-term strategic plans in alignment with the club's mission and objectives.

### Operations Management:

- Oversees the daily operations, including membership services, facilities management, equipment procurement, and scheduling of events.
- Ensures compliance with relevant laws, regulations, and policies governing non-profit organizations.

### Financial Management:

- Seeks and secures funding through grants, sponsorships, and fundraising initiatives.
- Develops and manages the annual budget in collaboration with the finance committee.
- Coordinates annual updating of asset management plans.

### Team Leadership:

- Recruits, trains, and supervises staff to ensure high performance and a positive work environment.
- Fosters a culture of teamwork, accountability, and continuous improvement.

### Community Engagement:

- Cultivates positive relationships with members, volunteers, sponsors, and the broader community.
- Develops and implements programs that promote inclusivity and engagement, particularly with youth and underserved populations.
- Develops and implements marketing strategies to enhance the club's visibility and attract new members.
- Manages and monitors club websites and social media accounts.
- Oversees production of e-newsletter to promote club activities and achievements.

### Special Events:

- Plans and executes club and community outreach programs.
- Coordinates logistics, participant registration, and volunteer management.
- Collaborates with the athlete development committee to plan and host competitions.