



NEW BRUNSWICK INTERSCHOLASTIC ATHLETIC ASSOCIATION ASSOCIATION SPORTIVE INTERSCOLAIRE DU NOUVEAU-BRUNSWICK

JOB POSTING Executive Director

About the New Brunswick Interscholastic Athletic Association (NBIAA)

The NBIAA is the governing body of high school sports, where we create, promote and facilitate positive sporting experiences in an educational environment in the province of New Brunswick. We are a non-profit association made up of 76 public and private member schools and offer 16 sporting activities to approximately 16,000 student-athletes.

Job Objective

The NBIAA is seeking a highly motivated Executive Director, who reports to the Executive Committee and is responsible for the day-to-day operations, the interpretation and enforcement of the Constitution, By-Laws and Operating Regulations to efficiently run the association. They will assist the Executive Committee to carry out its strategic mission and priorities, cater to the membership, cultivate relationships with stakeholders and facilitate the establishment and maintenance of both new and existing partnerships. In addition, the Executive Director provides support and direction in the examination, development and implementation of school sport policies.

Responsibilities

- Supports and assists the Executive Committee in developing and monitoring the strategic plan.
- Ensure compliance with strong policies and procedures established by the association.
- Develop, enhance and maintain strong partnerships with all members, government and sport sectors.
- Manage budgets, financial statements, investments and collaborate with the accountant for year-end audits.
- Prepare and submit Department grant request, follow-up report and review/submit expenses and invoices for payment.
- Prepare materials for all meetings, approving minutes and attend Executive and Committee meetings and the AGM.
- Provide guidance and direction to staff for the achievement goals and objectives.
- Responds to incoming requests, inquiries and correspondence from our members in an appropriate and professional manner.
- Ability to communicate effectively with the Executive Committee to keep them informed of information that impacts the association, its members and its programs.

Essential Qualifications

- A degree or equivalent experience in the field of Sport Management, Physical Education or Recreation.
- Minimum of five (5) years of leadership experience working in business administration, non-profit organization or within the sports and education system.
- Excellent leadership, communication, organization and interpersonal skills.
- Excellent verbal and written communication skills in both English and French (Advanced +).
- Demonstrated experience in financial management within a non-profit association.
- Well-developed decision making and creative problem-solving ability.

Preferred Assets

- Technological competent in Microsoft Office products and social media platforms.
- Detail oriented and works with a high degree of accuracy.
- Ability to multitask and prioritize in an environment with multiple deadlines and concurrent activities.
- Must be able to take initiative and to complete projects with limited supervision.
- Positive energy, enthusiasm, and professionalism.

Working Conditions & Expectations

- Typical office environment located in Fredericton, New Brunswick.
- Occasional evening and weekend work is expected to attend provincial sporting events throughout New Brunswick.
- Travel within Canada to attend School Sport Canada meetings twice per year.
- This is a full-time position with a work schedule of 40 hours per week.

Compensation

- Salary range of \$70,00 to \$80,000 based on qualifications and experience.
- RRSP contributions and medical & dental benefits.
- 8 Weeks vacation, in alignment with the public education system (2 weeks at Christmas, 1 week in March and 5 weeks in the summer)
- NBIAA employees are not participants in the NB Government Pension System.

Qualified individuals are invited to submit a concise cover letter and a resume outlining salary expectations, employment experiences, educational qualifications and names of three work related references with telephone numbers to the **NBIAA – ASINB President by email: andy.clark@nbed.nb.ca** no later than **March 1, 2024**. We appreciate all applicants, but only those selected for an interview will be contacted. Thank you for your interest in the New Brunswick Interscholastic Athletic Association.