



JOB DESCRIPTION

POSITION: Executive Director

SALARY: Commensurate with qualifications and experience

LOCATION: Toronto, Ontario

REPORTS TO: Ontario Para Network Board of Directors

The Executive Director is the key leadership position for the Ontario Para Network (ONPARA). Under the direction and guidelines set by the Board of Directors, the Executive Director is responsible for the implementation of Board policies and strategic plan, and is accountable for all organizational performance including participation on and support of Board committees; building and expanding positive internal and external relationships with volunteers, officials, partner organizations, sponsors, government, etc., and oversight of all programs and services delivered by ONPARA and its members.

The Board delegates to the Executive Director the responsibilities of managing the day-to-day operations including managing programs, services, employees, and finances.

The Executive Director role includes,

- Providing support to the Board of Directors
- Providing leadership to staff and holding them accountable
- Execution of the organization's strategic plan
- Pursuit and achievement of revenue objectives
- Sourcing and writing of grant proposals and required reporting
- Budget development and management
- Representative of the organization externally
- Building and strengthening collaborative partnerships
- Leads the development of all policies, practices, and programs of the organization.

Leadership

- Actively engages with members of the para sport and sport communities to ensure organization is developing and strengthening strategic alliances, and proactive at all times
- Champions all commitments made by the organization to completion, to ensure integrity of the organization is exemplary
- Lead, in conjunction with the Board of Directors, the development of a strategic plan for ONPARA
- Oversee the implementation of the vision and strategic plan and report to the Board on the progress
- Identify, assess, and inform the Board of external issues that affect the organization
- Act as a spokesperson for the organization, in addition to the Board President

- Represent the organization at community activities to enhance profile
- Represent the organization at provincial and national Games when applicable

Operational Planning and Management

- Lead the development of an operational plan which incorporates goals and objectives of the organization's strategic plan and ensures focus on the broader strategic issues
- Oversee the planning, implementation, statistics, and evaluation of programs/services and special projects
- Ensure programs/services and special projects are delivered as planned and on budget
- Ensure efficient and effective day-to-day operations
- Draft policies for the approval by the Board and prepare procedures to implement

Sport Stakeholder Management

- Ministry of Heritage Sport Tourism and Culture Industries – responsible for all reporting to the Ministry to maintain the organization's status as a Provincial Sport Organization.
- National Sport Organizations – Developing and Aligning athlete sport pathways with three National Sport Organizations ensuring there are opportunities for athletes to transition from grassroots programs to competitive programs to high performance programs for those that aspire to move along the pathway.
- Work with the Canadian Sport Institute Ontario and the Coaches Association of Ontario to increase and support the development of athletes and coaches.

Human Resources Planning and Management

- Determine staffing requirements for effective organizational management and program delivery
- Recruit, interview and select staff
- Coach and mentor staff as appropriate to improve performance
- Supervise and support personnel to ensure they effectively carry out their functions
- Develop and maintain internal leadership/succession plan and performance improvement system for salaried staff

Revenue Generation and Partnerships

- Oversee the development and delivery of corporate partnership strategy
- Secure funding for the operation of the organization from government and corporate partners
- Develop and negotiate funding proposals to provincial ministries
- Oversee the renewal and collection of annual membership

Financial Planning and Management

- Prepares and oversees a comprehensive annual budget for the organization that aligns with the strategic plan and supports operating plans
- Lead ONPARA through the process of securing charitable status
- Ensure that sound bookkeeping, and accounting procedures are followed
- Administer the funds of the organization according to approved budgets
- Provide prompt, thorough, and accurate information to keep the Board informed of the organization's financial position, preparing financial statements for Board meetings
- Ensure compliance to all grant reporting requirements

- Ensure compliance with all legislation covering taxation

Risk Management

- Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to mitigate/control risks
- Develop contingency plans as required
- Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage

Marketing and Brand Management:

- Accountable for the development and implementation of a comprehensive long-term Strategic Communications and Marketing plan for the purpose of increased awareness of ONPARA and the programs and services offered.
- Oversee all public engagement strategy and activities including ONPARA's digital presence through its website and social media channels.
- Act as a brand ambassador for ONPARA throughout the community and within the provincial sport system

Governance

- Conducts an annual review of the strategic plan in conjunction with the board and staff
- Maintains open lines of communication with the Board of Directors, members, and staff
- Works in conjunction with the President to prepare board meeting agendas, reports, budget updates, and any other materials required for the meeting in a timely fashion
- Prepares an annual report in cooperation with staff for ONPARA's Annual General Meeting
- Supports as needed, Committees of the Board

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

We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Applications must be submitted no later than July 14, 2021 to:

Ontario Para Network
info@onpara.ca

We will be conducting interviews on an ongoing basis as qualified applicants apply and will close applications once a suitable applicant has been identified.

We appreciate the interest of all applicants; however, only those selected for an interview will be contacted.

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