



Fortius Athlete Development Centre
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Karate BC is the recognized governing body for karate-do (karate) in British Columbia, Canada.

Executive Director

Karate BC is currently seeking an enthusiastic, effective and committed individual with excellent management, planning, organizational and interpersonal skills to serve as executive director.

Start Date: July 6, 2015

Deadline for applications: April 30, 2015

Job Location: Burnaby, British Columbia

The successful candidate will have:

- Experience in directing and managing a competitive sport or similar organization with varied stakeholders;
- Excellent relationship building skills;
- A strong proven financial management expertise including supervision of internal controls, budgeting and financial reporting;
- Ability to develop and maintain relationships with existing and potential sponsorship partners;
- Ability to create effective grant applications;
- Ability to lead and manage staff;
- Ability to proactively initiate and prioritize tasks and organize a diverse workload taking into consideration priorities, deadlines and outcomes;
- Very strong communication and mediation skills;
- Working knowledge of social media.

Karate BC is a not-for-profit society with approximately 4,000 members with an annual budget of about \$500,000.

It is headed by a volunteer board of directors, and the executive director reports to the president.

The successful candidate will work out of the Karate BC office in the Fortius Sport and Health Complex at 3713 Kensington Ave. in Burnaby.

To apply, please send a resume and cover letter as one document saved under your first and last name by email to: Paul Sexton at jpschwk@icloud.com

Salary is between \$40,000 and \$60,000 plus benefits. Salary will be commensurate with level of experience, skills, and qualifications, and will be subject to negotiation with successful applicant.

The successful candidate will begin work on July 6 under the mentorship of the current executive director who will retire at the end of July.

Deadline for application is April 30 however the posting will remain open until the position is filled.

Candidates will be shortlisted by mid- May, with interviews to follow. It is hoped that a decision will be taken by the end of May. While we appreciate all applicants only those that are short listed will be contacted.

There will be a six-month probationary period.

Executive Director Job Description

Executive and Administrative Functions

- Maintains accurate financial records, including signing off on bank reconciliation each month, ensuring all reports and records are accurately submitted in a timely manner, and working with the Treasurer to ensure the budget is adhered to.
- Has cheque signing authority for the areas within his/her responsibility.
- Supervises Karate BC events: works cooperatively with BC Team coaches, BC Team manager, Tournament Director and others, to ensure all facilities, equipment, travel logistics, documentation and any other logistics necessary are secured for BC Team training, BC Team travel to Nationals, BC Team Squad Selection Tournament, Provincial Championships, Karate BC Annual General Meeting; and National Championships when Karate BC is hosting.
- Attends required Karate BC meetings such as Executive and other committee meetings as required.
- Works with the Provincial Sport Advisor to ensure Karate BC is in compliance with all policies to maintain the status as a core sport in the BC Winter Games.
- Keeps an accurate record of members.
- Acts as Karate BC's liaison with various government bodies, Karate Canada, Pan American Karate Federation and the World Karate Federation.
- Ensures the necessary insurance, loss prevention and disclosure waivers are in place to protect Karate BC.
- Supervises staff
- Provides long-term planning in the above areas of responsibility.

Program Development

- Work with the Karate BC Technical committee to implement the Canada Sport for Life (CS4L) model and the Long Term Athlete development (LTD) model for Karate BC
- Work with the Karate BC Coaching committee to implement the National Coaching Certification Program (NCCP) program into all regions of the province
- Liaise with Karate Canada as required regarding LTD and NCCP
- Coordinate the training of Karate BC Learning facilitators and evaluators in conjunction with the Coaching Committee and Karate Canada
- Work with the High Performance committees on athlete funding and support programs such as BC Athlete Assistance & Canadian Sport Institute Pacific carding

Communication & Marketing

- Help organize, promote and attend tournaments and events
- Maintenance of the social media communication plans. This includes regular updates of the website, Facebook, e-newsletter and twitter feeds
- Assist with marketing, promotion, fundraising and sponsorship
- Facilitate and attend relevant committee meetings



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