

## **Position Available: Director of Operations (Temporary)**

### **About Us:**

For over 50 years, BC Wheelchair Sports Association (BCWSA) has been a leader in providing quality wheelchair sports programs, services, and events that foster community, holistic development, and pathways to excellence. BCWSA administers wheelchair rugby, wheelchair athletics (track and field), and wheelchair tennis, supporting athletes from beginner to high-performance levels. The organization also provides wheelchair loans, training opportunities, and advocacy for accessibility in sports.

### **Opportunity:**

BCWSA is seeking a **Temporary Director of Operations** to lead the organization during a parental leave coverage period, beginning in **May 2025 until at least June 2026** with the possibility for extension. This is an exciting opportunity for an experienced leader in sport administration to oversee operations, financial management, stakeholder relations, and program delivery.

Together with the Board of Directors, the Director of Operations will be responsible for the management and support of all BC Wheelchair Sports' staff, coaches, contractors and other volunteers in the fulfillment of their roles and duties. In the temporary absence of the Executive Director, the Director of Operations will oversee ongoing administration and operations, including financial management and fund development, human resources, governance, planning, program development and implementation, risk management, stakeholder relations and communications. The Director of Operations reports to the Board of Directors.

### **Key Responsibilities:**

#### **Leadership & Governance**

- Provide strategic and operational leadership in alignment with BCWSA's mission and values.
- Work closely with the Board of Directors to uphold and implement policies, strategic plans, and governance best practices.
- Act as a key advisor to the Board on internal and external developments impacting the organization.
- In conjunction with Board President, lead the administration of the Board of Directors meetings and agendas and support the execution of the Annual General Meeting (AGM).

#### **Operational & Program Management**

- Oversee the daily operations of BCWSA, ensuring efficiency and alignment with strategic objectives.
- Support the development and implementation of sport programs for wheelchair rugby, athletics, and tennis.
- Oversee the planning, implementation, execution, and evaluation of special projects including the Canada Cup International Wheelchair Rugby Tournament.

- Monitor and evaluate program effectiveness, making recommendations for improvement.
- Ensure risk management strategies are in place, including compliance with established safety, legal, and financial standards.
- Work collaboratively with volunteers, staff, partners and community stakeholders to enhance program delivery.

### **Financial & Fund Development**

- Ensure strong financial management, including budgeting, reporting, and financial oversight.
- Approve expenditures within the authority delegated by the Board.
- Administer the funds of BCWSA according to the approved budget and monitor the quarterly cash flow.
- In collaboration with BCWSA's Grants Manager, the Fund Development Coordinator and the Programs staff, secure funding through grants, sponsorships, and fundraising initiatives to sustain and grow BCWSA's programs.
- Manage reporting requirements for funders, including viaSport, government agencies, granting agencies and other partners.

### **Stakeholder Relations & Communications**

- Serve as the primary spokesperson for BCWSA, representing the organization to stakeholders, partners, media, and the public.
- Foster relationships with provincial and national sport organizations, government entities, and community partners.
- Promote inclusion, diversity, and accessibility within BCWSA's programs and initiatives.
- Serve as an advocate for athletes with a disability and equitable sport opportunities in all communications involving BCWSA.

### **Human Resources & Team Leadership**

- Supervise and support BCWSA staff, fostering a positive and inclusive work environment.
- Implement human resources best practices, including regular check-ins, recruitment, training, and professional development.
- Ensure that Diversity, Equity and Inclusion is valued and informs how staff are recruited, hired and supported in their work
- Conduct regular performance evaluations and support succession planning for key roles.

### **Qualifications & Skills**

- Strong knowledge of sports administration, governance, and financial management in a non-profit setting.
- Experience in leading organizations, preferably within the sport sector.
- Proven ability in strategic planning, policy development, and risk management.
- Strong interpersonal and communication skills to engage with diverse stakeholders.
- Experience in fundraising, grant writing, and sponsorship development.
- Knowledge of diversity, equity, and inclusion principles in sport.

**Working Conditions:**

- Hybrid work environment but the candidate must be able to commute to the BCWSA office in Vancouver (780 SW Marine Drive) on a weekly basis and to events around the Lower Mainland.
- Evening and weekend work may be required on occasion for events and meetings.

**Compensation:**

The position will include full benefits and a competitive sport industry salary commensurate with experience. The expected salary range is \$75,000- \$85,000 annually. Details to be discussed further with the successful candidate.

**Deadline for Application:** Interested parties are encouraged to apply by March 28<sup>th</sup>. Applications will be reviewed until the position is filled.

**To Apply:**

If you are interested in exploring this exciting opportunity, please provide a detailed cover letter and a copy of your resume to the attention of Laurel Crosby, President of the Board of Directors at [laurelacrosby@gmail.com](mailto:laurelacrosby@gmail.com) and Ross Robinson, Board Director of Human Resources at [rhrobinson@telus.net](mailto:rhrobinson@telus.net)

BC Wheelchair Sports Association welcomes and encourages applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of racial, ethnic and cultural origins, sexual orientations, gender identities and expressions. Accommodations are available on request for candidates taking part in all aspects of the selection process.

**Note: Only individuals chosen for an interview will be contacted.**