



[www.sportedmonton.com](http://www.sportedmonton.com)

629, 7 Sir Winston Churchill Square NW, Edmonton, AB T5J 2V5

## Chief Executive Officer, Sport Edmonton

**Are you a visionary leader passionate about the power of sport and active living to transform a community?**

Sport Edmonton (SE) is a non-profit society dedicated to serving and representing Edmonton's vibrant sport, active recreation, and active living community. Our mission is to unite sport and community, fostering an inclusive and active city where everyone has access to a wide range of activities. Guided by our L.E.A.D. values (Legacy, Educate, Advocate, Develop & Support), we are seeking an exceptional Chief Executive Officer to lead our organization and drive our Impact Strategy 2025.

Reporting to the Board of Directors, the CEO is responsible for the overall leadership of Sport Edmonton, overseeing operations, finances, and critical relationships. This role demands a deep understanding of Edmonton's sport, active living, and active recreation sector, coupled with proven experience in strategic implementation, risk management, and fostering key partnerships.

### **Key Responsibilities:**

- **Strategic Vision & Planning:** Support, execute, and monitor the Annual Impact Strategy, ensuring alignment with organizational goals and the City of Edmonton Service Agreement.
- **Leadership:** Be an innovative leader, fostering collaborative stakeholder approaches and cultivating strong relationships with the City of Edmonton, community organizations, funders, and other key alliances. This includes advancing the importance of sport through presentations and identifying investment opportunities.
- **Governance:** Inform and support the Board in strategic direction, ensuring compliance with SE policies and maintaining productive relationships with governmental agencies.
- **Risk Management:** Safeguard organizational assets, ensure compliance with all statutory requirements, and implement robust risk management strategies.
- **Administration & Financial Management:** Oversee administrative functions, establish sound financial procedures, manage the annual budget, and diversify revenue streams for long-term stability.



[www.sportedmonton.com](http://www.sportedmonton.com)

629, 7 Sir Winston Churchill Square NW, Edmonton, AB T5J 2V5

- **Partnerships & Communication:** Build critical relationships to advance sport and active recreation, address barriers to participation, and serve as the official spokesperson for Sport Edmonton, driving positive messaging and effective communication pathways.

**Qualifications, Skills & Experience:**

- Undergraduate degree with 5+ years of experience in a management leadership position.
- Profound passion for the positive impact of sport, active living, and active recreation on health and well-being.
- In-depth knowledge of the sport, active living, and active recreation sector, including relevant federal, provincial, and municipal policies.
- Strong people-leadership, team-building, collaboration, and relationship-building skills.
- Excellent strategic thinking, facilitation, planning, organization, and interpersonal abilities.
- Highly organized, self-directed, and with a demonstrated ability to work effectively with a Board of Directors.
- Strong business and financial acumen.

**Compensation:** \$80,000 - \$100,000 per year

If you are a dynamic and strategic leader ready to make a significant impact on the sport and active living landscape in Edmonton, we encourage you to apply!

Please submit your cover letter and resume to [info@sportedmonton.com](mailto:info@sportedmonton.com).

The application process will remain open until the position is filled.