

## **JOB DESCRIPTION: Executive Director – Basketball NWT**

**POSITION:** Executive Director

**TERM:** Full-Time

**LOCATION:** Yellowknife, NT

**SALARY:** \$85,000-95,000

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### **ABOUT BASKETBALL NWT**

Basketball NWT, as the governing body for basketball in the Northwest Territories, is committed to building a sustainable, inclusive, and high-quality basketball system that serves communities across the territory. We work closely with players, coaches, officials, teachers community leaders and administrators to promote participation, development, and excellence at all levels of the sport. Through collaboration and outreach, we strive to strengthen communities and inspire the next generation through the game of basketball.

### **POSITION OVERVIEW**

The Executive Director is the lead staff member overseeing the organization's daily operations in alignment with the vision set by the Board of Directors. This role involves managing internal functions, ensuring financial accountability, and coordinating the delivery of impactful programs and services in collaboration with community partners across the Northwest Territories.

### **KEY RESPONSIBILITIES**

#### *Operations, Governance & Member Engagement:*

- Conduct efficient and effective day-to-day operation of the organization.
- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organizations and meet expectations of athletes, coaches, board, staff, and other stakeholders.
- Use and maintain operational technology (i.e. Microsoft Software, registration system, etc.).
- Ensure registration data is securely stored, and privacy/confidentiality is maintained.
- Oversee operational and program committees as required/requested.
- Participate with the Boards of Directors in developing, maintaining and implementing a vision and strategic plan and foster effective teamwork with the Board.
- Identify, assess and inform the Board of internal and external issues.
- Support the Board and Committees by preparing materials, attending meetings, and implementing decisions.
- Organize Annual General Meeting, Special Meetings, and strategic planning sessions.
- Build and maintain strong relationships with communities, member clubs, stakeholders, and external partners.

#### *Financial Oversight:*

- Develop and monitor budgets, financial reports, and long-range financial planning.
- Oversee funding applications grant writing and reporting.
- Lead sponsorships and fundraising efforts.
- Conduct proper accounting procedures in-line with the association's financial processes.

#### *Communications & Administration:*

- Communicate with stakeholders such as athletes, coaches, officials, volunteer, local Associations, Sport North Federation and National sporting bodies.
- Keep stakeholders informed of the work of the organizations and identify changes in the community.
- Field and respond to all inquiries from stakeholders.
- Establish good working relationships and collaborative arrangements with stakeholders to help achieve the goals of the organizations.
- Actively manage all social media channels, maintaining a vibrant, strong and positive sport presence.
- Act as a spokesperson for the organizations as directed by the Boards to inspire, promote and engage with current and future athletes, parents, coaches, officials, volunteers, media and other stakeholder groups.
- Manage and maintain positive relationships with appropriate governing bodies, agencies and other official stakeholders (i.e. Sport North, MACA, National bodies).
- Complete all necessary submissions for MACA and other governing bodies.
- Ensure successful implementation of all necessary programs and policies required to remain in compliance with agreements in place with governing.

#### *Program and Event Delivery:*

- Coordinate, schedule and support programs such as, but not limited to the Jr. NBA program, YYBL, Summer Camps, Arctic Shootout and Clinics/Camps.
- Oversee Team NT athlete and coach selection and preparation for major games (Arctic Winter Games, North American Indigenous Games, Canada Games).
- Support coaching and referee development in collaboration with partners.

#### *Policy and risk management:*

- Draft policies for approval of the Boards and prepare procedures to implement the organizational policies.
- Review existing policies on an annual basis and recommend changes to the Boards as appropriate.
- Identify and evaluate the risks to the organizations' people (stakeholders, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks.

#### *Work Environment*

- Office, remote, site based. Some weekend work required with flexibility to change working days.

#### *Human Resource Management*

- managing staff related to program delivery summer students, camp coaches etc.

## REPORTING

The Executive Director will report directly to the president of Basketball and be accountable to the Boards of Directors.

## QUALIFICATIONS

### *Education & Certification*

- Post-secondary education in Sport Management, Business, Recreation, or related field.
- Completion of Safe Sport Training, Making Ethical Decisions, and Making Headway.

### *Experience & Skills*

- Minimum 3 years in a leadership role within a sport or non-profit organization.
- Strong knowledge of NWT communities and the northern sport landscape.
- Proven communication, leadership, and problem-solving skills.
- Experience working in remote and/or Indigenous communities is an asset.
- Familiarity with sponsorship development and maintaining partnerships.
- High level of efficiency with Microsoft 365, basic accounting software, and digital communication tools (e.g. website CMS, social media, Canva, or Adobe, registration software (RAMP).

### *Other Requirements*

- Satisfactory Criminal Records Check (including Vulnerable Sector Check).
- Valid Standard First Aid & CPR/AED certification.
- Flexibility to work evenings and weekends as required (travel may be involved).