



SASK WRESTLING
is seeking an Executive Director

The Organization:

The Saskatchewan Amateur Wrestling Association (Sask Wrestling) is one of 60 Provincial Sport Governing Bodies responsible to support its members and foster the development of the sport in Saskatchewan at all levels.

As a non-profit organization, funded primarily with the support of Sask Lotteries, the organization is seeking a professional administrator to join our team as Executive Director.

The Position:

The Executive Director is charged with the leadership responsibility for the overall administration of the organization including financial management, communication, planning, grants and program management.

Reporting to the President of the Sask Wrestling, the Executive Director will also support the work of three standing Committees in the areas of Administration, Finance and Technical areas that support defined priorities in the areas of capacity, participation and excellence.

Responsibilities:

The Executive Director will lead & support all staff and the Board of Directors to help achieve all operational objectives, vision, and support its core values. This is done by overseeing and implementation of strategic priorities through positive interaction with Sask Wrestling member clubs and other stakeholders to promote the growth and development of wrestling in Saskatchewan.

The Executive Director will network with schools, municipalities, Saskatchewan High School Athletics Association (SHSAA), Districts for Sport, Culture and Recreation, Sask Wrestling Officials Association (SAWOA), Tribal Councils and event specific governing bodies such as Wrestling Canada Lutte and the Saskatchewan Games Council.

Qualifications:

- Experience working with volunteers in a not-for-profit sport organization as well as past work experience working directly for a Board of Directors
- Demonstrated leadership ability including the ability to problem solve and facilitate discussion to positively resolve conflict
- Encourage and foster teamwork for event hosting and sport development initiatives
- Post-Secondary Education related to sport, program management or non-profit management; or equivalent work experiences within the non-profit sector of a minimum of 3 – 5 years
- Is a self-starter who is able to work alone with minimal supervision and support and possesses the ability to perform a variety of tasks in a self-motivating environment
- Excellent personal time management skills as well as excellent written and verbal communication skills
- Familiarity with applying for, administering and reporting related to a variety of grants as well as past experience in a variety of fundraising areas are necessary
- Strong computer skills including but not limited to familiarity with Simply Accounting, Excel, Word, Zoom, Wordpress and Google Suite applications.
- Manage social media accounts as well as a variety of sport specific platforms

Compensation

Compensation is based on experience and qualifications. The organization offers access to a comprehensive health and dental benefits program.

The position requires duties to be performed outside of regular working hours. This includes occasional evening board/committee meetings and attendance at weekend tournaments.

All applicants must clearly indicate their ability to be available for performing work functions at a variety of times. The Sask Wrestling Office is located in Saskatoon, but an opportunity to work remotely would be considered.

To discuss this opportunity in confidence, please call 306-861-0838. Please send Resumes with an accompanying cover letter to: president@saskwrestling.ca

Deadline for submission will be Friday, June 16, 2023 at 5:00pm.