



Job Advertisement: Executive Director

Organization: Alberta Amateur Wrestling Association (AAWA)

Location: Greater Edmonton region, Alberta, Canada

Position Type: Full-time, Hybrid (in-office and remote)

Salary: Competitive, commensurate with experience

Who is the AAWA?

The Alberta Amateur Wrestling Association is responsible for the governance of amateur wrestling in the province of Alberta. We boast over 5000 participants each year through partnerships across Alberta in schools, clubs, communities, and provincial sport programs. We oversee the safe and ethical participation in amateur wrestling ranging from introductory youth sport to Olympic champions.

VISION:

To foster a safe and inclusive environment that strives for excellence across all Alberta Amateur Wrestling Association programming.

MISSION:

The placement of athletes, coaches and officials on selected provincial and national teams through the development of athletes.

Who are you?

Are you an experienced administrator in a not-for-profit organization? Can you manage various stakeholders and manage multiple programs throughout the year? The AAWA has need of an executive director who can develop and manage programs, as well as find the resources to expand our offering to our members.

Job Prerequisites:

Bachelor's degree in sport administration, business, governance, or relevant field.
Minimum three (3) years proven experience in executive leadership, preferably within sport or not-for-profit sectors.
Experience in oversight, and policy development.
Excellent communication and interpersonal skills.
Demonstrated ability to build and maintain partnerships with diverse stakeholders.
Demonstrated visionary leadership in the realm of grass-roots athletics.
Experience in writing grant, marketing, and fund-raising proposals for government and non-government agencies.
Strategic thinker with a passion for promoting sport.

Benefits:

- Flexible, hybrid work role based at the Percy Page building in Edmonton Alberta
- 15 days of vacation annually, to start
- Sick days
- Financial Incentives for fundraising and sponsorship

Start Date: To be negotiated



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Job Responsibilities:

Operations and Program Management

- Supervise the smooth and efficient day-to-day functioning of AAWA; manage the planning, execution, and assessment of programs and services.
- Ensure that AAWA operations fulfill the expectations of its members, stakeholders, and Executive Committee.
- Prepare policies for approval by the Executive Committee or Membership as required.
- Authorize all notes, agreements, and other documents on behalf of the organization.
- Act as the point person for liaison with legal counsel when necessary.
- To work and collaborate with the technical experts in their respective fields

Leadership and Governance

- Lead the Alberta Amateur Wrestling Association (AAWA) in alignment with its Vision, Mission, Values, and Goals set by the Executive Committee.
- Develop a vision for AAWA's growth responsive to the needs of wrestling in Alberta.
- Provide proactive leadership in formulating program, organizational, and financial strategies alongside the Executive Committee.
- Coordinate and facilitate meetings of the Executive Committee and ad hoc Committees.
- Collaborate with the Executive Committee to shape a strategic plan that supports the development of wrestling in Alberta.
- Serve as a trusted professional advisor to the Executive Committee, ensuring comprehensive awareness of the organization's status and any pertinent issues.
- Uphold the integrity of official records and documents while ensuring adherence to national and provincial regulations.

Communications and Advocacy

- Collaborate with the President to serve as the primary spokesperson and public relations representative of AAWA, strengthening its profile and promoting its message.
- Maintain regular communication with key stakeholders to keep them abreast of the organization's activities.
- Implement and maintain a responsive system for promptly addressing member inquiries regarding Bylaws and Policy, eligibility, appeals, sanctions, and more.
- Work with staff and contractors to ensure that AAWA's online systems effectively serve the needs of the membership.
- Prepare and deliver reports to the AAWA Executive Committee.



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Job Responsibilities Continued

- Foster and sustain positive working relationships with government officials, corporate partners, and sport sector collaborators.
- Engage in marketing and promotional activities within wrestling communities to enhance AAWA's visibility and impact.
- Attend and represent the organization at various meetings related to wrestling safety, governance, and development.
- Oversee effective maintenance of Association archives and develop strategies to optimize the recognition of various achievements within the membership.
- Oversee coordination of and advocacy for current annual initiatives such as leadership conferences, workshops, and awards programs.

Financial Accountability

- Maintain positive partnership with AAWA's Partner Fundraising agencies, assisting wherever possible or needed.
- Seek out grant opportunities that will enhance AAWA's programs and activities.
- Ensure compliance with development and timely submission of documentation required for funding partners and grant agencies.
- Manage the organization's finances according to the approved budget and authorize expenditures within the Executive Committee's delegated authority.
- Collaborate and work with AAWA's business administration and finance manager to implement robust bookkeeping and accounting procedures, ensuring compliance with relevant taxation and legislative requirements.
- Provide the Executive Committee with detailed reports on revenues, expenses, investments, and account balances to accurately reflect the organization's financial status.
- Ensure compliance with all of AAWA's annual external audit requirements.
- Identify and assess risks to the organization's personnel, assets, finances, reputation, and image, and implement measures to mitigate these risks. Execute crisis management protocols as needed.

Applicants should submit their application to:

Alberta Amateur Wrestling Association

C/O Michael Drought, President

Mike.drought@gmail.com

Closing Date: This posting will remain open until a suitable candidate has been found.