



Executive Director

Location: 5516 Spring Garden Road Halifax, Nova Scotia

Athletics Nova Scotia (ANS) is currently seeking an Executive Director who is an experienced, highly motivated individual capable of leading our organization. ANS is a non-profit amateur sport governing body affiliated with Athletics Canada, and a member organization of Sport Nova Scotia. The purpose of the Association is to develop, coordinate and promote track & field, road running and cross country running in Nova Scotia as outlined in our constitution.

The Executive Director will be responsible for the successful leadership and management of ANS according to the strategic direction set by the Board of Directors. The Executive Director has a sound understanding and vested interest in the future and strategic direction of ANS.

Overall Responsibilities:

The Executive Director responsibilities will include:

- Strategic development,
- Promote and grow Athletics in Nova Scotia,
- Overseeing / managing programs,
- Day to day operations ,
- Grant and proposal writing,
- Management of budgets,
- Staff training,
- Other duties as required.

Qualifications:

- Demonstrated ability to run an organization at a senior level including financial and administrative management, fundraising, project management, human resources, and organizational and strategy development.
- Ability to foster teamwork by working cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Strong leadership skills that can positively influence others to achieve results that is in the best interest of ANS.
- Can make clear and timely decisions.
- Strong organizational skills that allow for priority setting, development of work schedule, and monitoring of progress towards goals.

Knowledge, Qualifications and Experience:

- Passion and knowledge of Athletics is an asset.
- Business management experience is desired.
- Excellent organizational, verbal & written communication skills.
- Experience working closely with a Board of Directors in ways that maximize the effectiveness of both staff and board.
- Computer proficiency - Excel, PowerPoint, Word, Outlook, web site management.
- Self-starter with ability to work independently.
- Valid driver's license and willingness to travel to meetings and events in communities around Nova Scotia, when required.

Please send resume to glenn.wadden@bellaliant.ca. Only qualified applicants will be contacted.