



## **Job description- Executive Director**

The Alberta Fencing Association (AFA) is seeking applications for the position of Executive Director (ED).

The AFA is the coordinating body of the sport, providing a number of programs and services to clubs, athletes, and various other stakeholders throughout the province.

The Executive Director of the AFA is responsible for the consistent achievement of the mission and financial objectives of the organization; key responsibilities include:

- Leading the AFA's strategic planning and ensuring continued and timely progress toward its mission
- Supporting member clubs to improve capacity and enhance sustainability
- Managing the finances of the AFA, including development and implementation of the annual budget as approved by the Board of Directors
- Maintaining inventory of AFA equipment, managing use of such, and advising Board of Directors on any related issues
- Maintaining/Managing AFA official records and documents, and ensuring compliance with all granting and contractual obligations
- Overall leadership of staff and contractors
- Keeping the Board informed of the condition of the organization and important factors and trends
- Promoting and managing membership and services
- Acting as an advocate with senior government officials, other sport organizations, and other related institutions
- Maintaining efficient and effective two-way communications with other provincial organizations and the Canadian Fencing Federation
- Publishing the communication priorities and overseeing the AFA website

### **Qualifications**

- University degree or equivalent in Business Administration, Education, Sport Administration, or a related field. An appropriate combination of education and experience will also be considered.
- Experience in the not for profit sector is an asset
- Experience working/volunteering within the context of the sport of fencing is desirable

### **Knowledge, Skills and Abilities**

- Exceptional interpersonal and communication skills and the ability to work effectively and collaboratively with a wide range of stakeholders
- Excellent time management skills to manage multiple projects and priorities
- Strong organizational, problem solving, customer service skills and project management abilities
- Flexible and able to quickly adapt to a dynamic environment.
- Ability to fulfill a goal-based mandate in a non-partisan manner
- Experience with event planning and management on a medium to large scale
- Strong writing and computer skills

Pay to be commensurate with education and work experience. Please forward a resume and cover letter with salary expectations via email by October 11, 2017 to:

**Alberta Fencing Association**  
**Andrew Rusheleau, President**  
**11759 Groat Road**  
**Edmonton, AB T5M 3K6**  
**Fax: 780 447-5959**  
**Email: [info@fencing.ab.ca](mailto:info@fencing.ab.ca)**

**This position will remain open until a suitable candidate is found.** The AFA thanks all applicants for their interest; however only those selected for an interview will be contacted.