



SASK WRESTLING

is seeking an Executive Director

Temporary Full-time (October 1st, 2024 to March 31, 2025)

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 wrestling 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 Administration, Finance, and Technical areas that support defined priorities of capacity, participation, and excellence.

Responsibilities:

The Executive Director will lead and 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 and proficiency in working with volunteers in a not-for-profit sport organization as well as past work experience working directly with a Board of Directors
- Experience and proficiency in managing and supervising support staff
- 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 nonprofit management; or equivalent work experiences within the professional or non-profit sector of a minimum of 3 – 5 years
- Is a self-starter who is self-motivated and able to work alone with minimal supervision and support, and possesses the ability to independently perform a variety of managerial tasks
- Excellent personal time management skills as well as excellent written and verbal communication skills
- Proficiency 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
- Proficient computer skills including but not limited to Simply Accounting, Excel, Word, Zoom, WordPress, and Google Suite applications
- Experience in managing social media accounts as well as a variety of sport specific platforms.

Compensation

Compensation is based on experience and qualifications.

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 in Saskatoon, but an opportunity to work remotely would be considered.

Please send resumes with an accompanying cover letter to: info@saskwrestling.ca

Deadline for submission will be Monday, August 26, 2024 at 9:00am.