



CAREER OPPORTUNITY: EXECUTIVE DIRECTOR

The Northern Ontario Curling Association (NOCA) is a not-for-profit sport governing body responsible for curling development in Northern Ontario. NOCA is responsible for overseeing the operation of all competitions leading to Curling Canada championships, working with its member clubs and curlers to promote and develop curling at the grass roots level, and maintaining relationships with all funders and partners.

NOCA is currently accepting applications for an Executive Director.

Responsibilities: The Executive Director of NOCA is responsible directly to the President of the Board of Directors and to the Board's Executive Committee. The Executive Director is responsible for the general administration, financial administration, and planning of programs in a manner consistent with the aims and objectives of NOCA.

As NOCA maintains a virtual head office, the successful candidate may be based anywhere within the jurisdiction of the Northern Ontario Curling Association. The successful candidate is required to provide their own office space and related equipment.

The Executive Director is responsible for but not limited to:

- Providing leadership and guidance to the members of NOCA;
- Supervision of NOCA staff and contractors;
- The day to day administrative and financial affairs of NOCA;
- Providing administrative and technical support in the promotion of the game of curling throughout NOCA;
- Maintaining liaisons with all affiliated NOCA Clubs, Curling Canada, Provincial / Territorial Member Associations, and the Ontario Curling Council;
- Overseeing all aspects of NOCA competitions;
- Maintaining contact with NOCA's sponsors and sourcing new sponsorship opportunities;
- Attending meetings of NOCA's Board of Directors and Executive Committee, and various other committee meetings as requested;
- Attending National Curling Conference, Curling Canada's Operations Advisory Council meetings, and other related Curling Canada functions as required;
- Attending competitions, functions, and promotional and instructional events as directed and authorized by NOCA;
- Providing monthly reports, financial reports, and other financially related materials.

Qualifications: The ideal candidate:

- Has earned a degree in Business Administration or a related field, or a combination of other business-related administrative experience and curling knowledge;
- Has experience working with a volunteer Board of Directors;
- Has experience with the management of a not-for-profit organization;
- Has an understanding of fiscal management and responsibility, financial statements, contracts, and partnerships;
- Is proficient in a computerized environment;
- Possesses a valid class G driver's license, have access to a reliable vehicle, and be available for travel as required;
- Is detail orientated and exhibits excellent time management skills;
- Possesses above-average communication skills, and is proficient with digital forms of communication;
- Has general knowledge of legislation and reporting requirements relevant to a not-for-profit organization.
- Has strong relationship building skills and is able to work collaboratively with other people and organizations
- Is able to work flexible hours including weekends and evenings.

Compensation: The salary range for this position is from \$50,000 - \$60,000 commensurate with experience.

Deadline 4:00pm EST June 30th, 2022

Please send resume and cover letter stating expected salary to:

hayley.smith@curlnoca.ca

or mail to:

**Hayley Smith
P.O. Box 612**

Keewatin, ON, P0X 1C0

This job posting reflects the assignment of essential functions, but it does not restrict other tasks or duties that may be assigned.

The Northern Ontario Curling Association values diversity in the workplace because it allows us to better understand and meet the needs of our members and the communities we serve. It helps us foster greater creativity, breadth of experience and is essential to our success as an organization. We want to ensure every job applicant is treated fairly and with respect regarding race, national or ethnic origin, colour, religion, age, gender, sexual orientation, marital status, family status, or disability. If you are a job seeker with a disability and would like someone to contact you about individualized application support, email us at hayley.smith@curlnoca.ca.

We thank all candidates for their interest, however, only those candidates selected for an interview will be contacted.

