



LIFESAVING SOCIETY®
SOCIÉTÉ DE SAUVETAGE

The Lifeguarding Experts
Les experts en surveillance aquatique

Executive Director

The Lifesaving Society seeks an Executive Director to provide leadership for the National Society through collaboration with the Provincial/Territorial Branches, Management Team and National Board of Directors.

For over 100 years, The Lifesaving Society has been Canada's Lifeguarding Experts. The Society works to prevent drowning and water-related injury through its lifesaving training programs, Water Smart® public education, aquatic safety management services, water-incident research, and lifesaving sport. Over 700,000 Canadians participate in the Society's swimming, lifesaving, lifeguard and leadership training programs every year.

The Lifesaving Society is a national, volunteer organization and registered charity composed of 10 provincial/territorial branches with tens of thousands of individual members and some 4,000 affiliated swimming pools, waterfronts and schools in communities across Canada. The Lifesaving Society is a leader and partner in the delivery of water safety education in Canada and around the world. The Society represents Canada in the International Life Saving Federation and in the Commonwealth Royal Life Saving Society. The Society's national office is located in Ottawa.

You are an energetic and skilled business manager who achieves results through collaboration with the Society's National and Branch staff and volunteers. You are an excellent communicator who builds and strengthens relationships inside and outside our organization through personal integrity and team work.

This job will appeal to you if you have held management positions in the provincial or national not-for-profit sector or municipal recreation or aquatics. Working capability in both official languages is necessary. Experience working with the Lifesaving Society as a volunteer, staff or Affiliate Member is desirable. Ability and willingness to travel and work outside regular office hours is compulsory.

We are looking for an Executive Director who relishes a challenging and compelling mandate; and someone who is passionate about our drowning prevention mission. Are you this person?

Interested individuals should send resume by May 2, 2010 in confidence by e-mail to jobs@lifeguarding.com or by mail to: National Executive Director position, Lifesaving Society, 400 Consumers Road, Toronto, Ontario M2J 1P8.

For more information, contact Wendy Mahony (jobs@lifeguarding.com), 416-490-8844, ext 231.



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JOB DESCRIPTION

March 2010

- POSITION: National Executive Director
- PURPOSE: To provide strategic leadership and direction to the Board of Directors, and to direct the operations of the National Society, operating within policies set by the Board.
- RESPONSIBLE TO: National Board of Directors
- FRAMEWORK: The Executive Director provides leadership and achieves results for the operation of the National Society through consultation, collaboration and cooperation with Provincial/Territorial Branches, the Management Team and the National Board of Directors. Open communication with, and regular reporting to the National Board is integral to the position.
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MAJOR FUNCTIONS:

Policy Management:

- ❖ Ensures the operation of the National Society is conducted in accordance with approved plans and policies.
 - Monitors and reports on Provincial/Territorial Branches and Commissions compliance with National policies.
 - Reviews existing policies and develops recommendations for approval by the Board.

Operational Management:

- ❖ Directs and manages the overall operations of the National Society.
 - Reviews the strategic plan and provides leadership in the development, implementation, and delivery of the national business plan annually.
 - Participates as a collaborative member of the national Management Team to achieve national business plan priorities.
 - Manages the operation of the National office.

Financial Planning and Management:

- ❖ Manages the financial affairs and capital assets of the National Society to ensure financial self-sufficiency and sustainability.
 - In consultation with the Management Team, develops the annual budget for approval by the Board of Directors.
 - Manages preparation of monthly financial statements, quarterly reports to the Board and year-end audited statements.
 - Ensures compliance with all government and agency regulations related to required remittances and reporting.

Personnel Management:

- ❖ Recruits, mentors, motivates and recognizes volunteer and paid human resources of the National Society.
 - Manages all aspects of National office paid staff within board approved policy, including the creation of positions and supervision of staff.
 - Ensures alignment of staff and volunteer functions with those of the Society's National business plan.

Fund Development:

- ❖ Ensures sufficient funding is available to support the operations of the National Society consistent with the Society's mission, vision and priorities.
 - Evaluates the current funding model and works with the Board of Directors and Management Team to fund the operations of the Society.
 - Monitors funding sources and acts on opportunities.

Risk Management:

- ❖ Evaluates potential assets and liabilities of all operations and projects and assesses potential threats to the Society.
 - Develops and maintains risk management processes and practices that provide adequate safeguards for Society assets, investments and trademarks.
 - Ensures that appropriate and adequate insurance coverage is provided for the Society, the national Board of Directors, volunteers and staff.
 - Protects the intellectual property, visual and professional identity of the Society.

Program Management:

- ❖ Manages support for National mandatory programs.
 - Monitors and reports on availability of mandatory programs in all provinces and territories.
 - Ensures the existence and availability of mandatory support materials.

Interagency Management:

- ❖ Develops and maintains professional liaison with related agencies in accordance with the policy framework provided by the Board of Directors and Management Team.
 - Acts as the key representative and spokesperson of the Society with Government, corporate sponsors and industry partners.
 - Represents the Society at National and International events as required.

QUALIFICATIONS, SKILLS AND EXPERIENCE

Possession of the following qualifications, skills and experience will facilitate successful performance of the major job functions.

Academic

- Secondary School diploma
- Post secondary education preferred

Lifesaving Society and related agencies

- Working knowledge of the Lifesaving Society and its role.
- An understanding of the aquatic industry and the agencies involved in it.
- Experience with the Lifesaving Society's training programs and services is preferred.
- Knowledge of the Lifesaving Society's affiliate distribution network and community-based programming is an asset
- Experience as a Lifesaving Society volunteer Chair or Board member, or experience as a leader in the aquatics or recreation fields is an asset.

Communication

- Excellent written and oral communication skills.
- Ability to work comfortably in both official languages.
- Negotiation skills or experience is an asset.
- Sales and promotion experience is an asset.

Management

- Significant and progressive leadership experience demonstrated in a multi-faceted organization or environment.
- Experience forecasting and monitoring revenue, controlling expenditures, and financial reporting.
- Experience managing projects, specifically, critical path development and monitoring.
- Experience managing, mentoring and supervising a staff team.
- Experience working effectively with, and reporting to a volunteer Board of Directors.
- Successful experience working as a team member to collectively achieve results.
- Experience accomplishing tasks through volunteer management.
- Knowledge of regulations applying to, and the reporting requirements of charities is an asset.
- Experience developing strategies in a competitive environment is an asset.

Administrative

- Functional knowledge and experience using computers and common software programs.
- Working knowledge of office systems, procedures and human resource management.
- Experience managing meetings.
- Bookkeeping or accounting knowledge is an asset.

Personal

- Have access to a car and hold a valid driver's licence.
- Willing and able to travel nationally and internationally.
- Willing and able to work outside the regular office schedule (nights, weekends).
- Willing and able to provide a criminal record check.