

**Ontario Speed Skating Association
DIRECTOR OF ADMINISTRATION**

POSITION DESCRIPTION

The Ontario Speed Skating Association's strategic approach is athlete centered and coach driven with its administration designed to support that approach. As such, the Director of Administration is responsible for the effective and efficient administration of the Association (<http://www.speedskatingontario.org/>).

REPORTING AND RESPONSIBILITIES

The Director of Administration, reporting through the President, is responsible to the Board of Directors of the Ontario Speed Skating Association. On a functional basis, the duties of the Director of Administration correspond with the Administrative Regulations in the Association's Information Manual. The Director of Administration will report primarily to the Vice-President of Administration and Finance and the Vice-President of Marketing. In turn, the Office Coordinator will report to the Director of Administration.

Duties include the financial management of OSSA, fundraising, liaising with internal and external stakeholders, the marketing of speed skating merchandise and such other duties, as may be assigned from time to time, related to the effective and efficient administration of the Association.

KEY ACTIVITIES

The Director of Administration is responsible for:

- Organizing and managing the affairs of the Association in conjunction with the President, the portfolio VPs and the Director of Sport Development
- Financial management of the Association including:
 - i. Preparation and everyday management of the annual budget
 - ii. Approval of cheque requisitions
 - iii. Monthly reporting to the Board on the financial status of the Association
 - iv. Club and member registration statistics
 - v. Management of insurance policies including liability, accident, property and directors and officers liability
 - vi. Management of securities such as GICs and money market funds
- Fund-raising including
 - i. Preparation and submission of grant applications and reports to provincial ministries, Trillium Foundation, private foundations and other granting agencies and organisations
 - ii. Conceptualization and execution of fundraising initiatives such as lotteries
 - iii. Achievement and maintenance of corporate partnerships and sponsorships

- Maintaining positive relationships and liaising with, and communicating and distributing accurate information to, internal and external stakeholders including:
 - i. Federal, provincial and municipal governments and officials in Ontario
 - ii. Speed Skating Canada and other member branches of SSC
 - iii. Trillium Foundation
 - iv. Association's club executives and the constituent membership
 - v. Other skating organisations
 - vi. Media including newspapers, television, public relations and relevant internet sites
 - vii. Professionals such as accountants, auditors and lawyers
- The marketing and selling of speed skating merchandise
- Management of personnel policies as detailed in the Office Manual
- Organizing, attending and participating in meetings of the Board and the membership

QUALIFICATIONS

- An undergraduate degree in sport management or business.
- Proven management experience
- Demonstrable financial and budget skills
- Analytical capability and imaginative creativity.
- Experience in a provincial, national or international sport system
- Excellent team player with strong organisational and interpersonal skills who enjoys dealing with people and the public
- Self starter with the ability to prioritize tasks and work well under the pressure of deadlines
- Willingness to travel through the Province of Ontario

LOCATION

The office of the Director of Administration will be located at the head office of the Ontario Speed Skating Association located in Lakefield, Ontario.

RENUMERATION

Salary will be commensurate with experience and qualifications of the successful applicant and competitive with sport management positions of similar responsibilities and expectations.

APPLICATION

Please send your resume and covering letter to stephen.j.arnold@sympatico.ca by Friday, May 16, 2008. Each application will be acknowledged.

April 28, 2008