



**Judo
alberta**

The Alberta Kodokan Black Belt Association

Job description

Job title

Executive Director

Job summary

Provision of overall management and leadership in implementing Board policy in a manner consistent with the mission and goals of Judo Alberta

Reporting to

Board of Directors, through the President

Working relationships

Community Associations

Board and Staff

Executive Committee

Support Committees

Partnerships

Alberta Sport, Recreation, Parks & Wildlife Foundation

Other organizations and funding agencies

Prime functions

Implement board policy and decisions

- Act as a resource to Board of Directors so that policy decisions are made on an informed basis
- Gather, interpret and articulate information to Board about community trends and resources as they relate to enhancing the Board's capacity for effective communication, decision-making and long-term planning
- Keep Board informed (on a timely basis) of significant issues affecting the development and delivery of programs and services
- Oversee development and implementation of orientation for in-coming Board Members

- Provide guidance and advice to Board on process issues such as establishing and interpreting terms of reference, decision-making and accountability
- Member of Executive Committee. Attend and participate in meetings, assisting with materials and acquiring notes/minutes for distribution post meeting

Monitor and oversee financial management of the organization

- Work with Judo Alberta Executive Committee and committee chairs for development of annual budget
- Strategic/Business Plan development, updating and monitoring
- Identify, prioritize and provide advice and counsel to aid Board in accessing potential fund-raising alternatives
- Maintain relationships with funding sources and prepare funding proposals
- Assist in organization of Casino application and volunteers

Social Media, Marketing and Sponsorship

- Collaborate with the High-Performance Coach and Executive to develop social media campaigns. Stay up to date with the latest social media best practices and technologies. Set up and optimize company pages within each platform to increase the visibility of Judo Alberta's social content.

Maintain, acquire and dispose of physical assets

- Ensure that facilities, furniture and equipment are as necessary and appropriate to needs of the organization
- Provide recommendations to the Board for any acquisitions or expenditures that are outside the approved budget
- Ensure proper maintenance of facilities, furniture and equipment
- As necessary, dispose of outdated or worn out equipment

Develop, plan and deliver programs and services

- Monitor community needs on an ongoing bases, be aware of changing context within which programs and services are provided
- Develop programs and services consistent with community needs
- Monitor programs and services to ensure consistency with criteria established by funding sources and the mission and goals of the organization
- Annually prepare and provide to the Board, and other applicable bodies, summary reports of programs and services, including recommendations for future improvement and change
- Regularly obtain statistical and qualitative feedback about program and service delivery
- Provide consultative services on bylaws, procedures, conflict management
- Monitor staff benefits and property insurance programs
- Assist Communities in defining and implementing terms of reference and job descriptions

Establish, maintain and advance community relations

- Initiate and develop relationships with a broad range of community sectors including: city communities, all levels of government, other non-profit organizations and business organizations
- Undertake activities within the Community that enhance the visibility of the organization
- Represent the organization on appropriate committees, network and joint projects
- Develop and provide information about the organization's goals, programs and services

Qualifications

- Related Bachelors Degree (e.g. Business Administration in not-for-profit management, sport management, recreation and leisure organizations) or equivalent experience
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- Masters Degree in a similar field is an asset
- Experience in managing a community based volunteer agency
- Familiarity with PC computer applications such as Windows and Microsoft Office
- Experience in initiating, planning, implementing and evaluating programs and services
- Experience in staff management

Performance criteria

- Development of strong working relationships with all relevant organizations, staff and Board
- Enhancement of the organization's image
- Complete satisfaction of the SPAR requirements
- Successfully carrying out the prime functions of the job description

Last update: December 2021