



EMPLOYMENT OPPORTUNITY

Executive Director

WTF Taekwondo Canada (TKD Canada) is a member driven National Sport Organization, recognized by Sport Canada, the Canadian Olympic Committee and the World Taekwondo Federation, which is responsible for the management and development of our martial art/sport within Canada.

TKD Canada with its office located in Ottawa, is seeking a full time self motivated Executive Director, reporting to the Board of Directors through the President, who has excellent management and multi-tasking skills. The incumbent's major areas of responsibility include but are not limited to: Day to day administration, financial management, planning and marketing, staff development and supervision while operating within the Policies and Guidelines set out by the Board of Directors.

Core Responsibilities/Priorities

Organization/Administration

- Implement TKD's strategic plan as approved by the Board of Directors, including quarterly strategic plan reviews with the Chair and Board Committees.
- Manage the day-to-day operations of TKD Canada including the provision of administrative support to Executive and Committee Chairs regarding TKD Canada's Board approved goals.
- Manage and assist with the development of ongoing improvement of all programs related to TKD.
- Effectively manage membership registrations/database.
- Prepare reports as required by the Board of Directors, attend and present at TKD Board Meetings. Responsible for minutes of meetings and minute book.
- Manage and ensure the accuracy and timeliness of the TKD website, as a key communication vehicle for the members, athletes and parents.
- Create process and operating policies and procedures for TKD in conjunction with and as approved by the Board of Directors.
- Excellent conflict resolution skills.
- Sit as an Ex-Officio non-voting member of the Board.

Financial Responsibilities

- Manage the day-to-day operations of TKD Canada including accounting, billing, financial reporting, electronic communication, and responding to inquiries in a timely manner.
- Effectively manage the business plan, budget and management information systems.
- Identify grant/funding opportunities, and prepare and submit all applications in a timely manner.
- Administer funding from the Government and other sources as per funding guidelines.

- Prepare all PST/GST submissions and reports including Employee remittance reports to Revenue Canada in a timely manner.
- Strong financial acumen.

Communication

- Market and promote TKD for the purpose of identifying and securing new funding sources and growing our membership.
- Act as a liaison with external agencies as requested.
- Act as a liaison with sponsors.
- Interface with athletes, coaches, parents, local clubs, Provincial and related Organizations as required.

Personnel

- Manage and lead by example TKD Canada's staff and ensure training and professional development of coaches and staff is provided within financial resources.
- Monitor staff performance measuring against job descriptions, strategic mandates and Key Performance Indicators.
- Proactively provide staff development feedback, handle performance issues and communicate policy and job requirements/changes
- Ensure National sanctioned events are cost effective and efficiently organized.
- Ensure Board and Committees are working within their mandate and achieving their goals.

Important Competencies for the success in the role

Delivering Results – Maintain a high level of commitment to personally getting things done and work effectively with little direction/supervision. Dependable and responsible and resourceful and be willing to take initiative to drive large complex strategies forward. Creative problem solver and innovative thinker is also required.

Planning and organizing – Effectively organize and plan work according to TKD Canada's needs by defining objectives and key performance indicators.

Adapting to Change – Adapt well to changing situations, constituents needs by restructuring tasks and priorities as changes occur within the organization. Flexible and open to change.

Teamwork, relationships and collaboration – Effective at working and collaborating with others toward a common goal, build and maintain strong relationships.

Policy, Processes and Procedures – Creates and follows organization procedures and guidelines and holds his or herself and staff to these established objectives and their key performance indicators through team building while maintaining appropriate professional relationships.

Communication – Communicate effectively and clearly with people inside and outside the organization in all forms: interpersonal, written, presentation, oral and email. Listen effectively and develop rapport with others. Articulate thoughts and ideas clearly, ensure comprehension, share ideas openly with others.

Stakeholder Service – Recognize and understand stakeholders (Government, Sponsors, Staff, BOD, Parents, Athletes, Coaches, etc.) needs and deliver same in a manner that exceeds expectations. Anticipate needs and consistently deliver on pre established goals.

Managing Others – Direct and lead others by example to accomplish organizational goals and objectives through performance feedback and motivation.

Qualifications/Critical Skills

- Solid background and knowledge in the area of association management at the executive level.
- Undergraduate or graduate level education supplemented by a professional designation in management is desirable.
- Excellent interpersonal/communication, writing/editing, analytical and organizational skills.
- Highly self motivated, outcome focused with excellent time management skills.
- Ability to effectively manage and lead staff in achieving their goals.
- Ability to prioritize and manage multiple projects in a fast paced changing environment.
- Knowledge of the Canadian Sport System and of the benefits and culture of TKD are considered strong assets.
- Strong computer skills in at least Microsoft Office (Word, Excel, Powerpoint, Outlook).
- Ability to communicate effectively in English and French is preferred.

Compensation

Salary will be commensurate with experience and qualifications with a 12 month probationary agreement.

Process

Interested candidates are asked to submit a cover letter and resume by January 25, 2010 to the attention of TKD Canada's Secretary General via email to: edmtiger@telus.net. Please cite the position of Executive Director in the subject line of your email. No telephone calls please.

We sincerely appreciate everyone's interest and time in applying, however only those selected for an interview will be contacted.

Those selected for an interview will be notified by email no later than February 8, 2010.