

## **Executive Director – Baseball New Brunswick**

Fredericton, NB, Canada

Baseball New Brunswick has an immediate opening for a motivated, results focused leader for the position of Executive Director.

### **About Baseball New Brunswick**

Baseball New Brunswick is the governing body for the sport of baseball union in the Province of New Brunswick. Baseball New Brunswick strives to provide competition for all levels of baseball pathways, from introduction to the sport through to high performance, elite athletes. Baseball New Brunswick has a current membership of 700 senior athletes and over 4,100 youth. We are striving to grow the game through open and inclusive provincial camps, regional and urban events such as “Pitch, Hit & Learn” and “My First Pitch” programs.

### **Qualifications:**

Required qualifications include a minimum of three years of demonstrated leadership experience, including board engagement, fundraising, staff and volunteer development. Applicants must have program management experience including budget management. Preference will be given to candidates whom have a bachelor's degree in Sports Management, Business Administration, Marketing or a relevant discipline and must have at least 3 years related experience. Candidates should be bilingual (English and French) or willing to be proficient in both official languages immediately.

### **Required skills:**

- Excellent interpersonal, oral communication and writing skills
- Capable of working independently and taking initiative
- Collaborate with established community partnerships to grow the sport through program initiatives
- Ability to successfully lead, recruit and develop volunteers
- Articulate community relations through public relations and social media
- Demonstrate innovative thinking
- Proven ability to fundraise and source partnerships
- Possess and demonstrate commitment and passion for mission-centered objectives
- Conflict resolution skills through superior member and stakeholder service
- Demonstrates good supervisory skills with full-time and summer employees

### **Essential functions:**

- Sport organizational knowledge and experience
- Applied knowledge and experience with youth development
- Demonstrate skills and ability as team leader, facilitator, mediator, negotiator and problem-solver
- Proficient in marketing and promotion
- Experience in event planning
- Non-profit governance

**Duties:**

Reporting to the board of directors, the executive director will be responsible for internal operations, and managing member relationships. The successful candidate will play an active role in leading and participating in events and programs supporting the development of Baseball in New Brunswick while ensuring alignment with the association's strategic direction, goals, vision, mission and financial objectives as set out and approved by the Board of Directors.

- Building and maintaining relationships with members and key industry stakeholders
- Preparing and managing the association's budgets, both annual and on a project basis
- Strategic funding and promotions
- Managing an annual membership drive
- Carries out plans and policies authorized by the Board of Directors
- Planning and execution of events
- Liaises with volunteers, community, committee(s), and the Board of Directors
- Leads and supervises grant funded employees and ensures proper accountability controls are in place
- Managing the association through ensuring the association is at all times in compliance with the service purchase
- agreement terms and conditions entered into between the Baseball New Brunswick and Vendors
- In collaboration with the President and Secretary of the Board of Directors, conducts official correspondence and, with designated officers, executes legal documents
- Staying current with industry trends

The most qualified candidates will have directly related experience in philanthropy and cultivating volunteers, as well as previous experience managing within the non-profit environment. Knowledge and experience with the sport of baseball is preferred.

**Job Type: Full Time**

Baseball New Brunswick Welcomes a Diverse Workforce and is an Equal Opportunity Employer

**Job Location:**

The Baseball New Brunswick office is located in the Sport NB offices in Fredericton, NB, thus candidates need to be willing to relocate.

**How to Apply**

Please forward resumes with cover letters to [bnbwatling@bellaliant.net](mailto:bnbwatling@bellaliant.net) no later than October 12<sup>th</sup>, 2018 at 4:30pm