

**EXECUTIVE DIRECTOR – JOB DESCRIPTION
OTTAWA-CARLETON ULTIMATE ASSOCIATION (OCUA)**

Position: OCUA Executive Director
Reports to: OCUA Board of Directors
Type of position: Full-time
Effective Date: April 2021

The Ottawa Carleton Ultimate Association (OCUA) is a not-for-profit ultimate organization; our mission is to promote the sport of Ultimate in the Ottawa region. In a typical year, we run leagues, tournaments, and special events year-round for our members. We also operate the world's first multi-field facility designed specifically for Ultimate.

OCUA's Executive Director needs to be a results-oriented community leader able to work at the grass-roots level and implement concrete plans that further the mission of the Association. The Executive Director will be leading a small but dedicated team of employees, as well as working with volunteers and partners, to deliver leagues and programs to youth, junior and adult players. The Executive Director must also be a strong administrator, supporting financial sustainability, building strategic partnerships and developing strategies to support long-term growth. The Executive Director will make independent operating decisions within policy guidelines set by the elected Board of Directors.

Responsibilities:

The OCUA Executive Director has three main areas of responsibility: administration, operations management, and strategic relationships.

ADMINISTRATION:

The Executive Director is responsible for the sound management of the Association, including:

- Managing, motivating and recruiting a small team of employees, contractors and volunteers;
- Overseeing the creation, marketing, preparation and operations of leagues, clinics, tournaments and other Ultimate programs;
- Communicating with members, partners and other stakeholders in a timely and professional manner;
- Human resources management, including hiring, training, developing, managing and firing staff, pay and benefits administration, organizational development and optimization, and performance management;
- Financial management, including preparing an annual budget for Board approval, managing cash flow, understanding and analyzing financial statements, and making strategic financial decisions for an organization with revenues of over \$1million;
- Setting the strategic direction for the organization, in partnership with the Board of Directors, as well as developing and executing operational plans to deliver on organizational priorities;

OPERATIONS MANAGEMENT:

The Executive Director is responsible for leading and overseeing OCUA operations and programming:

- Creating and managing innovative Ultimate programs designed for the Ottawa community;
- Overseeing of the quality and maintenance of our Ultimate facilities and assets, making strategic decisions with regards to field use and management, and developing recommendations regarding the management of and investments in UPI with OCUA's Board;
- Determining the approach to (e.g., tone, style, user experience priorities) and resourcing for OCUA's website, social media and other online presence;
- General office management as well as supporting and attending meetings of the Board of Directors;
- Undertaking special projects, as requested by the Board of Directors; and,
- General oversight of operations and the ability to perform functions on an as needed basis.

STRATEGIC RELATIONSHIPS:

The Executive Director is the Association's ambassador, stakeholder representative and media contact and is responsible for building relationships that deliver tangible benefits, including:

- Developing and maintaining strong working relationships with City officials and partners in sport, to ensure OCUA representation in City planning and equitable access to public resources;
- Engaging with membership to foster a strong sense of community and promote the Spirit of the Game;
- Managing relationships with contractors, suppliers, sponsors and partners, to ensure delivery of programs and services;
- Engaging the local media, to increase press coverage and general awareness of Ultimate in Ottawa;
- Developing and maintaining partnerships with schools and community groups to advance OCUA youth and junior recreational Ultimate programs; and,
- Developing new relationships and opportunities for playing facilities as required.

QUALIFICATIONS:

The successful candidate will possess the following qualifications:

- A university or college degree, or equivalent experience; and,
- 3-5 years of experience;

A suitable candidate will have experience or competence in the following areas:

- Financial analysis capabilities, including skills for the creation and management of a budget, basic bookkeeping skills and/or audit experience, understanding financial statements and comfort managing a large budget;
- Demonstrated team-building and leadership skills;
- An ability to manage large projects and cyclical programs;
- An ability to work independently with strong analytical and problem-solving skills;
- A high level of comfort with office computing and internet technologies; and,
- Flexibility in work schedule including evenings and weekends.

The following assets are considered desirable:

- Experience working in sport or in a not-for-profit environment.
- Experience with member engagement and community development.
- Experience managing people and/or volunteers.
- Experience in web-development or information technology management.
- The ability to communicate effectively, both verbally and in writing, in both official languages.