

**EXECUTIVE DIRECTOR  
OTTAWA-CARLETON ULTIMATE ASSOCIATION (OCUA)**

<b>Position:</b>	OCUA Executive Director
<b>Reports to:</b>	OCUA Board of Directors
<b>Type of Position:</b>	Full-time
<b>Salary Range:</b>	\$60,000 - \$80,000 + eligibility for up to 10% performance pay <i>Salary will be determined based on candidate experience</i>
<b>Application Close:</b>	<b>January 12, 2024</b>

The Ottawa Carleton Ultimate Association (OCUA) is a Canadian not-for-profit organization; our mission is to coordinate, develop and promote the sport of Ultimate in Ottawa through diverse programming, community outreach and organizational leadership. The Association runs leagues, tournaments, and special events year-round for its members. OCUA also owns and operates 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 strategic initiatives that further the vision and mission of the Association. The Executive Director will be leading staff, and working with volunteers and partners, to deliver programs and events for youth, junior, and adult members. The Executive Director must be a strong administrator, ensuring financial sustainability, building strategic partnerships and developing initiatives to support long-term growth.

Reporting to the Board of Directors, the Executive Director will oversee operations consistent with the organization's policies and strategic priorities.

**Responsibilities:**

The OCUA Executive Director has three main areas of responsibility: **administration and management, direction of programming and initiatives, and relationship management.**

**ADMINISTRATION AND MANAGEMENT:**

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

- Human resources management - develop and lead staff that are dedicated to fulfilling the organization's mission through programs and community engagement. Identify and address staffing requirements and maintain a strong work culture that attracts, develops and retains staff and volunteers;
- Financial management and planning - propose annual budgets and pricing strategies that optimize resources and ensure financial stability of the organization. Manage cash flows, prepare reports, and understand and analyze results to enable effective decision making;
- Risk management – understand and mitigate risks, safeguard the organization's resources, and prioritize safety of our members through a robust framework of policies, guidelines and practices;
- Oversight and stewardship of our Ultimate facilities and other assets - liaise with and

manage the grounds maintenance provider and make responsible decisions with regards to field use and management. Provide recommendations to the Board regarding investments in the facilities;

- Communications and marketing - engage with members, partners and stakeholders in a timely and professional manner; Determine the approach to and resourcing for OCUA's website, marketing, social media and other online presence;
- Prepare reporting and support effective governance, including attending meetings of the Board of Directors, the Annual General Meeting and other special meetings as required;
- Oversee day-to-day operations of the organization, general office management and administration.
- Work from home with the ability to work remotely at various city locations which includes Ultimate Parks Incorporated in Greely Ontario.

### **DIRECTION OF PROGRAMMING AND INITIATIVES:**

The Executive Director works closely with the Board of Directors to establish an operational plan aligned with OCUA's strategic goals and is responsible for leading and overseeing OCUA operations, programming and initiatives.

- In support of the Board of Directors, contribute to the strategic priority and goals setting for the organization;
- Create business plans for achieving goals and objectives - propose and execute operational programming and strategic initiatives that deliver on organizational priorities;
- Oversee the management and delivery of effective programming, with consideration for equity, diversity and inclusion. Secure and manage resources vital to program and event delivery, including managing field acquisitions and allocations;
- Identify and manage grant and sponsorship opportunities, collaborate with the Board to ensure alignment with strategic priorities and direction;
- Act as the ambassador for the organization - participate in and plan events and initiatives to increase visibility, presence, and brand. Develop and maintain strategic partnerships to further increase community awareness and participation;
- Monitor internal and external trends; identify, understand and address issues and opportunities affecting the organization.

### **RELATIONSHIP MANAGEMENT:**

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

- Engage with membership to foster a strong sense of community and promote the organization's values;
- Manage relationships with contractors, suppliers, sponsors, volunteers, and partners, to ensure successful delivery of programs, events and services;
- Develop and maintain strong working relationships with City officials and private

- partners in sport, to ensure OCUA representation and access to facilities and resources;
- Develop and maintain strategic partnerships with schools and community groups to advance OCUA initiatives, including youth and junior recreational Ultimate programs;
  - Maintain strong relationships with peers across Canada, as well as national (NSO) and provincial (PSO) sport bodies;
  - Develop new relationships and opportunities for advancing the organization's mission and vision.

**QUALIFICATIONS:**

The successful candidate will possess the following qualifications:

- A university or college degree, or equivalent experience, in business, sport management or a related field; and,
- 3-5 years of management experience, preferably with not-for-profit sport organizations.

A suitable candidate will have experience/competencies in the following areas:

- Exceptional communication, relationship management, and leadership skills;
- Experience with member engagement and community development;
- Strong problem-solving skills, and a demonstrated ability to work independently with a high degree of professionalism;
- Strong financial management skills, including experience managing a large budget, setting pricing strategies, managing cash flows and understanding financial statements;
- Flexibility in work schedule including evenings and weekends.

The following assets are considered desirable:

- Experience working in sport organizations or in a not-for-profit environment.
- Experience in web-development or information technology management.
- The ability to communicate effectively, verbally and in writing, in both official languages.
- Demonstrates and supports a culture of diversity, equity and inclusion.
- Knowledge of the Canada Not-for-profit Corporations Act.

**Apply:**

To apply for this position, please email [hire@ocua.ca](mailto:hire@ocua.ca) with your resume and cover letter to the attention of the Hiring Committee, OCUA Board of Directors. OCUA will be accepting applications between December 22, 2023 and January 12, 2024.

**Information:**

For further information regarding this opportunity, please contact [hire@ocua.ca](mailto:hire@ocua.ca).