



## Executive Director – Dive Ontario

---

<b>Organization:</b>	Dive Ontario (DO)
<b>Title:</b>	Executive Director
<b>Job Category:</b>	Contractor
<b>Location:</b>	Remote or Toronto Pan Am Sport Centre
<b>Immediate Supervisor:</b>	Dive Ontario President
<b>Supervises:</b>	Technical Director, Student Interns

### About Us

Dive Ontario is seeking an Executive Director to support and develop our community-based dive clubs across Ontario and implement our strategic plan.

The mission of Dive Ontario (DO) is to empower and inspire divers, coaches, and officials of all ages by providing inclusive pathways, safe and supportive environments with a strong sense of community. Dive Ontario is committed to fostering growth, excellence, and accessibility in the sport of diving.

With 10 clubs in the province and numerous affiliate programs, Dive Ontario believes that by continually providing support and encouragement throughout all stages of diver development we will continue to have a strong national presence. From learn-to dive programs through to the competitive levels and high performance, Dive Ontario strives to support and deliver robust programs that identify talent and encourage their continued development.

### General Description: Executive Director

The Executive Director (ED) works collaboratively with the DO Board of Directors and Board Committees as the operational and development lead for the organization.

The ED is the front-line face of the organization and as such serves as the primary point of contact for the organization. The ED is also responsible for the administrative leadership and management of Dive Ontario's Technical Director, and any student interns.



## **Profile of Duties**

### **1. Board of Director Support**

- a. Serve as a resource to the Board to ensure policy decisions are made on an informed basis
- b. Keep Board informed (on a timely basis) of significant issues affecting the development and delivery of programs and services
- c. Serve as member of various committees. Participate in meetings, assisting with materials and recording minutes for distribution, manage action log
- d. Maintain policies & by-laws of the organization
- e. Implementation of our strategic plan, progress updates and KPIs

### **2. Dive Meet Management**

- a. Support Meet Manager and Technical Director at all provincial DO sponsored competitions
- b. Manage all competition communications and travel logistics

### **3. Event Management**

- a. Athlete training camps
- b. Professional development clinics for coaches and officials
- c. Annual General Meeting of DO

### **4. Advertising & Other Fundraising** (sourcing, contracting and servicing)

### **5. Volunteer Recruitment & Management** (database, training, team management)

### **6. Government & Other Funding Agencies**

- a. Grant research/application, project management, reporting
- b. Partner relations: Diving Canada, funding agencies, clubs, facilities, CSIO, NCCP, Contractors, etc.

### **7. Daily Administration/Operations:**

- a. Primary point of first contact for DO associations
- b. Program development, monitoring and maintenance
- c. Ensure insurance certificates and policies are updated and in place for DO & all clubs
- d. Association contract management (i.e. pool contract, meet hosting contract, hotel contracts, etc.)
- e. Centralized data management & tracking, manage SharePoint
- f. Finance & budget management including invoice and expense claim management/filing
- g. Officials and coach database and tracking
- h. Communications & community relations: daily email monitoring with timely follow-up, website and other social media updates, surveys, etc.
- i. Oversight management for other contractors (technical director, student interns)
- j. Weekly timesheets and regular status reporting to Board

### **8. Other Duties as assigned**



## **Travel**

On an occasional basis, the Executive Director will be required to travel to meetings, events or program activities within Ontario. The association has a compensatory time-off policy to cover such travel necessity.

## **Authorities**

1. ED has signing authority for purchases and contracts aligned with the policies of Dive Ontario
2. ED does not have authority to bind Dive Ontario in any Agreements or Memoranda
3. Decision making authority is negotiated directly between the ED and the Dive Ontario Board of Directors

## **Skills/Experience**

- Knowledge of, and/or experience in, the diving community
- Strong organization and general management skills
- Sport administration and government grant process experience
- MS Office suite expertise
- Effective communication skills and personal drive

## **Application Process**

Please send your resume and cover letter directly to Patti Kennedy at [President@diveontario.com](mailto:President@diveontario.com) if interested in this position by **11:59pm EST on Wednesday, March 13, 2024.**

Dive Ontario thanks all applicants for their interest in this opportunity however only those selected for an interview will be contacted.