Position Summary:

* The Executive Director is the key leadership position for Softball Sask working closely with Sask Sport, Softball Canada and other Provincial and Territorial Softball organizations, corporate partners and our local Associations. This is very much a hands-on position working with a small team.

Purpose:

* Under the direction and guidelines set by the Board of Directors, the ED is responsible for the implementation of Board policies and procedures and plays a key role in organizational performance such as:
  + development and oversight of operational committees.
  + building and expanding positive relationships with volunteers, umpires, partner organizations, and sport organizations at all levels.

Key Responsibilities:

* Policy Management
  + Administer the day to day operation of the organization.
  + Work with the staff on the implementation of policy.
  + Support Standing and Ad Hoc Committees as required.
* Strategic Planning
  + Work in cooperation with the Board of Directors to upate our organizational vision as needed.
  + Conduct ongoing internal and external assessments to identify emerging issues that affect the organization.
  + Spearhead the development and updating as necessary of the Strategic Plan, working in concert with the Board of Directors.
  + Set specific operational goals and outcomes.
  + Communicate with key stakeholders to identify the changing needs and conditions of the member associations within Softball Sask.
* Leadership
  + Work in collaboration with member associations, staff and relevant organizations to accomplish objectives.
  + Encourage team building by facilitating open communication and positive working relationships with the Board of Directors, Committee’s and staff.
* Program Management
  + Facilitate the research, planning, development, implementation and evaluation of programs and services.
  + Ensure that programs and services meet Softball Sask’s policy guidelines and reflect the priorities of the Board of Directors.
  + Supervise and ensure the implementation of the organization’s programs and services.
  + Engage directly with our members to better understand their needs.
* Human Resource Management
  + Interpret Board of Directors policy decisions to staff.
  + Supervise, evaluate, train, develop and mentor staff as part of Staff Policies manual.
  + Set clear, results-oriented goals with realistic measurable outcomes.
  + Support goal achievement while coaching and monitoring performances.
  + Provide regular, appropriate and constructive feedback.
  + Provide support in the recruitment, selection, orientation and training of volunteers.
* Financial Management
  + Implement Softball Sask policies for the allocation and distribution of resources.
  + Develop, with the input of the Executive Committee and the approval of the Board, the associations annual budget.
  + Establish and maintain appropriate accounting policies and procedures, while working closely with the Sask Sport Bookkeeping Dept.
  + Provide the Board of Directors and staff with monthly statements of revenues and expenditures.
  + Prepare yearly budgeted financial statements with support and input of organizational stakeholders and staff.
  + Administer the funds of the organization, in accordance with the budget as approved by the Board of Directors.
  + Identify and persue potential external funding opportunities for the organization.
  + Distribute an audited detailed statement of finances of the association to the membership in accordance with Softball Sask By Laws.
  + Ensure proper investment and maintenance of Reserve Funds as directed by the Executive Committee Committee.
  + Liaise with the associations auditor.
  + Implement changes in financial procedures as discussed with the associations auditors and Executive Committee.
  + Advise the Board of Directors on all financial matters.
* Risk Analysis
  + Keep the Board of Directors informed about all aspects of the association.
  + Evaluate the potential assets and liabilities of projects, proposals or strategies.
  + Notify the Board of Directors immediately of any significant risk to the asssociation or its public image.
  + Provide regular, reliable and comparable reports on the organization’s progress.
  + Ensure adequate insurance coverage is maintained in cooperation with Sask Sport requirements.
* Advocacy Management
  + Promote community awareness of the organization’s vision, mission and goals.
  + Participate in networking and community relations activities on behalf of Softball Sask.
  + Build strong working relationships with partners, both inside and outside the association.
  + Work with key external stakeholder groups.
  + Identify and research funding opportunities and provide updates to the Executive Committee.
  + Facilitate a communication plan that informs the membership and necessary stakeholders of the activities and direction of the organization.
  + Engage with the members by attending Softball Sask events, tournaments and provincials, as well as Canadian and International events held in the province, all as scheduling and resources permit.

**Placement Requirements:**

* Post-secondary education in business administration, sport/recreation management, marketing/communication and/or equivalent experience.
* Significant experience in a not-for-profit environment (with experience in the not-for-profit sport sector preferred) and experience with volunteer boards and committees.
* Excellent organizational skills, ability to multitask and meet deadlines with no impact on performance.
* Strong understanding/knowledge of budgeting and financial management.
* Knowledge of strategic planning and ability to lead strategic planning processes.
* Proven leadership ability within a team setting.
* Excellent communication, organizational skills, and attention to detail.
* Display the following strengths - problem solving, commitment to excellence, collaboration, accountability, innovation, vision, and adaptability.
* Being knowledgeable of softball would be advantageous but not required.
* The successful candidate will have flexibility in their work schedule (able to work evenings and weekends) and will require some travel.
* Experience with MS Office including word processing, database, spreadsheet, and presentation software.
* Familiarity with technologies used to improve communication to various stakeholders such as but not limited to social media, websites, zoom, live streaming.

**Application Details:**

* This is a full-time, permanent position in our office located in Regina, Sask.
* Flexibility in hours is essential, as a volunteer organization, evening and weekend work is required.
* Ability to travel within the province to events and meetings, as well as occasional national travel.
* The starting salary for the position will be $67,000 with annual increments.
* Attractive Extended Health care benefits.
* An employer-matched RRSP contribution plan.

**To Apply:**

* If you are interested in exploring this exciting opportunity, please provide a detailed cover letter and resume to the attention of: Guy Jacobson at [guy@softball.sk.ca](mailto:guy@softball.sk.ca)
* Deadline for Applications is September 15th, 2025
* Note: Ony individuals chosen for an interview will be contacted.