



**Ontario Lacrosse Association**  
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## **EMPLOYMENT OPPORTUNITY – EXECUTIVE DIRECTOR**

The Ontario Lacrosse Association (OLA) is seeking a candidate to fill the position of Executive Director at our head office in Toronto, Ontario.

### **ORGANIZATION PROFILE:**

The OLA is the governing body for the sport of lacrosse in Ontario. The organization was established in 1897 with the mission to govern, foster, develop, and perpetuate the sport through the development of technical programs, supervision of competitions and hosting provincial championship events.

### **ABOUT EXECUTIVE DIRECTOR POSITION:**

The Executive Director is the primary leadership position for the OLA. The Executive Director is responsible for managing staff operations (full-time staff of six as well as part-time/contract staff), sustaining the organization's finances, maintaining and building core activities and services, and the reputation of the OLA.

Reporting to the President of the OLA Board of Directors, the ideal candidate will be a manager, coach, and relationship builder. The candidate will have had experience in developing and implementing a strategic plan, motivating and managing staff, and has a clear understanding of the financial management of a provincial sport organization. The candidate will have a strong passion to take Ontario lacrosse to a level that aligns with the strategic goals and plans of the OLA. The candidate must work well in a team-environment and will inspire and motivate others.

The Executive Director will be required to have no conflict of interest or involvement with any For-Profit lacrosse company, club, program or league.

As a key leader in Ontario lacrosse, the Executive Director will be looked upon for professionalism, organization, and excellent communication skills.

### **DUTIES AND RESPONSIBILITIES:**

1. Board Policy and Decisions
  - a. Provide leadership and direction on strategic initiatives, and also strategic and operating plans to the OLA Board of Directors (Board) for approval.
  - b. Report to the Board on the strategic directions and goals on a regular basis.

- c. Guide Board and members on OLA constitutional and rules/regulations issues such as player movement or discipline along with the President, appropriate Board member and respective Commissioner.
- d. Develop proposals to the Board for critical and important decisions.
- e. Gather and develop information for the Board regarding trends that will aid the Board in decision-making and long-term planning of the OLA.
- f. Inform the Board on impacts to the delivery of OLA programs and services.

## 2. Develop and Deliver Programs

- a. Advise the Board on the development and delivery of programs and services.
- b. Monitor programs and services to ensure consistent with member needs, grant applications and the missions and goals of the OLA.
- c. Oversee and assist staff and volunteers in delivering their programs and services.
- d. Report to the Board on programs and services, including key success/achievements and recommendations for change or improvement.

## 3. Human Resources Management

- a. Supervise all staff and contractors employed by the OLA.
- b. Ensure staffing levels consistent with member needs, strategic plan and annual budget.
- c. Recruit and provide recommendations to OLA HR Committee on new staff hires.
- d. Perform regular reviews with staff and provide coaching/feedback and communicate performance expectations.
- e. Oversee the administration of staff compensation and benefits.

## 4. Financial and Risk Management Oversight

- a. Develop the annual budget and monitor spending, supported by the OLA VP Finance.
- b. Ensure that the OLA operations and annual budget are aligned with the Strategic Plan.
- c. Negotiate the annual OLA insurance program to ensure appropriate coverage for OLA activities/programs and that the Insurance company receives all information in a timely manner, as required, for any claims against the OLA.
- d. Identify fundraising sources and grant applications that will support OLA operating plans.
- e. Prepare and submit required reports for grant applications

## 5. Maintain Member/Community Relations

- a. Ensure strong working relationships with Lacrosse Canada, Government agencies, membership, and other sports organizations.
- b. Promote the sport to the lacrosse community and general public.
- c. Develop and support communication activities.
- d. Oversee and direct marketing and promotion strategies, with staff.

**REQUIRED COMPETENCIES AND SKILLS:**

1. University or college degree is required.
2. Demonstrated knowledge of and support for the Provincial Sport system within Ontario.
3. Detailed knowledge and understanding of the sport of lacrosse (i.e. playing, coaching and administration), is highly recommended.
4. Strong leadership, organizational skills, and attention to detail.
5. Ability to operate as part of an integrated multi-functional management team which includes both staff and Board members and volunteers.
6. Strong fiscal management and oversight, and experience in developing and managing budgets and strategic operating plans, and grant funding submissions.
7. Knowledge of competitive (elite) player development and how those strategies both integrate and differ from community (house league) player development approaches.
8. Strong communication skills (both written and verbal) and an emphasis on member service and development are required.
9. Develop, research, and prepare policies for adoption by the OLA, as needed.
10. Flexibility and willingness to work evenings and weekends, as required.

**ANTICIPATED START DATE:**

May 2023

**COMPNSATION:**

Salary commensurate with experience and background. It will also include a comprehensive benefits package which includes: health/dental and life insurance; group RRSP plan with OLA matching, and a car allowance.

**TO APPLY:**

Please forward your cover letter, resume and letters of reference, including salary expectations, by PDF to OLA Hiring Committee at [hr@ontariolacrosse.com](mailto:hr@ontariolacrosse.com) including the subject line "Executive Director Position". The deadline for applications is Monday April 10, 2023.

We thank all applicants for their interest, however only those selected for an interview will be contacted.