



Job Title: Chief Executive Officer
Reports to: Chair, Board of Directors
Pacific Institute for Sport Excellence

Background: The Pacific Institute for Sport Excellence is a partnership initiative of Camosun College, Canadian Sport Centre Pacific and PacificSport Victoria. Located in Victoria, BC, the Institute is a unique and holistic sport development model that combines high performance athlete and coaching development services, sports and exercise education, applied research and innovation and community programs.

Position Summary:

The primary responsibilities of the CEO are to:

- Successfully link the organizations of the founding partners (Camosun College, Canadian Sport Centre Pacific and PacificSport Victoria) and facilitate the realization of the Institute’s vision and strategic plan.
- Build on a successful start-up phase and lead the Institute to the next level of local, Provincial and National accomplishment.

The CEO:

- Leads and guides operations to ensure optimal integration is obtained from the synergies inherent in the Four Pillars; High Performance Sport Services, Sport and Exercise Education, Applied Research and Innovation and Community Programs.
- Ensures sound, disciplined fiscal management consistent with the Strategic and Business Plans.
- Develops creative, value added revenue opportunities consistent with the vision and mission that will minimize any potential operating deficits.
- Participates in the development and implementation of the fourth Pillar, Community Programs in concert with the other founding partners.
- Cultivates and nurtures essential relationships with primary partners, participating sport associations, community agencies and provincial/national/international organizations.
- Demonstrates a thorough understanding of the Institute’s main components and initiatives, the culture of sport and recreation in general and the broader context of national and international sport.
- Develops and leads a Joint Management Committee (JMC) consisting of representatives from each functional unit at the Institute.
- Will have a good knowledge of best practices and technologies for organization and business development and will work closely with the technical, management and administrative staff team to deliver the exemplary services and products required to fulfill the vision and mission of the organization.

Specific Functions/Accountabilities:

- Leads and guides staff, partner and volunteer focus on the Institute's mission and vision and balance organizational priorities by ensuring an inclusive strategic planning and management system is developed and implemented as intended.
- Develops the annual work plan and manage the operational activities necessary to achieve the organization's philosophy, mission, strategy, and its annual goals and objectives inherent in the four operational pillars:
 1. High Performance Sport Services
 2. Sport and Exercise Education Programs
 3. Applied Research and Innovation
 4. Community Programs
- Applies entrepreneurial expertise and creativity to develop programs and initiatives in addition to those produced by each pillar along with the supporting systems that maximize opportunities for revenue generation based on a self-sustaining business model.
- Leads in the building of a culture of excellence and professionalism in the delivery of services programs, and initiatives for students, athletes and other key stakeholders.
- Ensures that the Institute operates to the highest standards of ethical conduct in all its activities.
- Develops and implements the community program pillar of the Institute. This will be accomplished consistent with the Institute's strategic plan.

1. Board Administration and Governance: Supports and leads operations and administration of the society by advising and informing Board members, interfacing between Board, staff and consultants and supporting ongoing collaboration with partners and stakeholders.

2. Strategic Planning: In collaboration with the management team and the Board, drives the strategic and annual planning process to integrate operations and achieve agreed on objectives.

3. Financial Management: Recommends yearly budget for Board approval and prudently manages organization's resources and assets within those budget guidelines according to standard accounting principles. Installs efficient and effective financial management systems to ensure the financial viability of the Institute from its inception.

4. Facilities Management: Manages the landlord and lease relationship and agreements and service contracts.

5. Human Resource Management: Manages direct reports employed by the Institute.

6. Community and Public Relations: Assures the organization and its mission, programs, products and services are consistently presented in strong, positive images to stakeholders, the general public and media.

7. Business Development: Develops and initiates revenue generating strategies and marketing/sponsorship activities to create a successful, self-sustaining business operation.

Candidate Qualifications:

The ideal successful candidate will possess the following credentials, experience, skills, and characteristics:

Experience:

- Seasoned and successful leader and manager, ideally with considerable experience in a provincial or national sport association, recreation/sport agency or a major games organization.
- Experience operating effectively in a complex setting with diverse partners and decision makers.
- Excellent communication abilities, including written and public speaking skills.
- Experience in strategic/conceptual planning and the delivery of services and programs to reach diverse client groups.
- Experience developing and implementing entrepreneurial projects or programs that are self-sustaining.
- Balanced experience in operations, finance and administration.
- Experience working in a complex environment where there may be conflicting objectives/agendas, ability to balance different perspectives and effectively engage constituents to achieve a common goal.
- Facilities planning and usage experience.
- Recognized leadership in regional, provincial and national non-profit organizations.
- Experience with managing a new organization and/or a major organizational transformation.

Education and Training:

- An undergraduate and/or graduate degree and a minimum of 7 years experience in a management or leadership position; or an equivalent combination of related education and experience.
- A broad understanding of the high performance sport environment, including the role of sport and health driven academic disciplines and the roles of researchers, practitioners and educators.
- Previous experience managing an organization, department or division and a thorough knowledge of modern, non-profit management principles and governance practices, including proven experience working with volunteers.
- Thorough knowledge of the Canadian sport system and the role of government, major games and provincial/national/international sport organizations.

Personal Characteristics and Attributes:

- Impassioned visionary and communicator
- Integrator and relationship builder
- Strategic minded and decisive
- Entrepreneurial
- Integrity
- Resilience
- Strong Interpersonal/Management Skills (People Person)