

EMPLOYMENT OPPORTUNITY
Table Tennis Saskatchewan (TTSask)

The Organization

Table Tennis Saskatchewan is a non-profit member-based organization whose purpose is to promote and develop the sport of table tennis across Saskatchewan. TTSASK is a member organization of SaskSport Inc. as well as a member of the Table Tennis Canada. Provincial activities are consistent with the TTSASK mission and vision statements.

The Position

Table Tennis Saskatchewan is seeking an Executive Director to work out of the office based in Saskatoon in a full-Time position and will be responsible to the President and Board of Directors of TTSask.

As the most senior staff member of the organization you will be directly accountable to the Board of Directors, for the organization's consistent achievement of its strategic and financial objectives. You'll provide leadership and executive management for the efficient and effective operation of TTSask, working with the Board within the policies and operating framework of the organization. As well, you will be responsible for all TTSask activities including governance best practices, operational leadership, financial and risk management, partnership development, revenue generation, and human resources.

The Candidate

As the first line of contact for stakeholders, community partners, funders, media and the public, you possess written and verbal communication skills required for this role. In addition to your project management skills you will have:

- a bachelor's degree in sports management or equivalent in a related field
- a minimum 5 years of management experience working in the not-for-profit sector
- an understanding of the statutory obligations of incorporated not-for-profit organizations & charities
- experience with volunteer boards and a demonstrated understanding of not-for-profit governance
- Experience in QuickBooks software and have financial analysis capabilities, including skills for the creation and management of budgets, advanced book keeping and audit experience.
- experience identifying and developing successful programs and revenue opportunities
- experience writing detailed proposals, grant applications, and reports -- public/private
- a sound understanding of the SK & Canadian sports delivery system, especially government funding models
- demonstrated experience in fundraising and soliciting sponsorships
- a customer service driven approach to business
- experienced office administrator, and management of personnel (leading and motivating teams)

In addition to your comprehensive management skills you will be responsible to oversee all staff both permanent full time and seasonal part time.

Salary will be commensurate with your qualifications and related experience. Benefits include a comprehensive health, group life insurance, and disability insurance package.

If you are interested in exploring this opportunity please submit a detailed covering letter and resume along with 3 professional references and Salary Expectation outlining your qualifications and experience on or before Wednesday September 30, 2015

Please email resumes to;

TTSASK

Attn: Dwayne Yachiw, Executive Director

sktta@shaw.ca