



## **BIATHLON ALBERTA – GENERAL MANAGER – CANMORE, AB**

Biathlon Alberta, the provincial governing body for the sport of biathlon, is seeking a General Manager to provide leadership for the continued enhancement and development of sport programming at all levels.

Biathlon Alberta is a dynamic organization with a sound strategic plan and governance model and strong relationships with member clubs and key stakeholders. The association requires a proven leader with strong team-building and networking skills, hands-on management experience and a passion for the job.

The General Manager holds a key leadership position in the organization. In accordance with policies established by the Board of Directors, the General Manager is responsible for all aspects of the association's operations and reports directly to the President and Vice- President, Administration.

Operating through the joint efforts of a small paid staff and several program committees comprised of volunteers, the General Manager is responsible for ensuring that staff and volunteer committees are functional and operational within policy and budget limits.

### **PRINCIPAL COMPETENCIES**

- Proven sport leadership experience
- Communication , written and oral
- Decision making and problem solving
- Financial and information management
- Interpersonal skills
- Analytical and creative thinking
- Computer competency
- Credible, ethical
- Risk management and assessment

### **PRIMARY RESPONSIBILITIES**

#### **Leadership**

- Develop and maintain relationships with relevant sport agencies, including Alberta Sport Connection, Biathlon Canada, Winsport, sponsors and suppliers.
- Provide leadership and guidance to the Board in areas of governance, policy development, annual planning, and program development.
- Promote sport awareness and development throughout the province.
- Seek out new sponsorship and funding opportunities

### **Administration**

- Ensure proper reporting of organization programs and activities
- Coordinate on-line membership system, maintain membership database
- Plan and coordinate meetings of the Association and Board of Directors.
- Update existing policies and develop new policies as required.
- Maintain air rifle lending program

### **Financial Management**

- With the Treasurer, oversee the financial management of the organization, including annual budget, year-end financial statements, accounts payable / accounts receivable and monthly budget updates.
- Complete and submit annual grant applications and reports
- Assist Casino Chairperson with volunteer recruitment and ensure compliance with AGLC requirements and regulations for use of funds

### **Communication**

- Update and maintain Association website and other social media platforms
- Maintain regular communication with club contacts and general membership

### **Team Alberta/Biathlon Alberta Training Centre**

- Provide administrative and logistical support and management to provincial team activities (Canadian Nationals, Canada Winter Games)
- Provide administrative support to the Biathlon Alberta Training Centre (with BATC coaching staff)

### **Event Management (with Events Coordinator)**

- Coordinate Alberta (Calforex) Cup Series and other provincial events, including development of calendar, online registrations, maintenance of points-standings, and event budget reconciliations.
- Attend provincial events, assisting with timing and data management services.
- Coordinate biathlon participation for Alberta Winter Games, including: liaise with zone reps, grant applications, technical requirements, and registrations.

### **Preferred Qualifications / Experience**

- Self-motivated and able to work independently in a fast-paced environment
- Able to build trust and gain the confidence of athletes, coaches, board members, affiliated clubs, Alberta Sport Connection and other key stakeholders.
- Strong interpersonal skills, team focused
- Excellent time-management and organizational skills
- Excellent written and oral communication skills and familiarity with social media.
- Knowledge of sport and not-for-profit sport management, experience in biathlon as an athlete, coach or official preferred

- Post-secondary education in Sport or Business Management, or a combination of education and experience
- Financial planning, budgeting or accounting experience
- Excellent computer skills with Microsoft programs, web-site maintenance and graphics software
- Willing to travel and work extended hours to attend events, meetings and conferences.
- Maintain or acquire current Firearms Possession and Acquisition License (PAL)
- Valid Driver's license, Class 4 preferred.

Biathlon Alberta is based at the Canmore Nordic Centre in Canmore, Alberta and also maintains an office at Winsport [COP] in Calgary

Salary will be commensurate with experience and education. This is a full-time position, based in Canmore (preferred) or Calgary. Biathlon Alberta hopes to fill this position by September 1, 2015.

**Interested candidates are asked to submit a resume and cover letter to:  
Micki Chong (Vice President, Administration) [the4chongs@telus.net](mailto:the4chongs@telus.net)  
Closing date is August 15, 2015.**

Biathlon Alberta thanks all applicants for their interest in the position; however, only qualified applicants will be contacted for an interview.