



Chief Executive Officer

Position Type

Full Time

Job Location

Virtual

Employment Type

Employee

Position Overview

The Chief Executive Officer (CEO) for the Shooting Federation of Canada (SFC) reports to the Board of Directors through SFC's Chair and has responsibility for providing overall leadership and direction of operations and manages SFC's responsibilities to our funding and sport partners.

As an advocate for target shooting sports in Canada, the CEO represents SFC by building strong relationships with the membership, government, external stakeholders, and partners to ensure SFC has a significant voice for target shooting sports in Canada.

The CEO also supports the Board in fulfilling their governance role and works with various Board councils and committees, as well as key volunteers to achieve SFC's goals.

In this regard, the CEO will lead through and embody **SFC's Values**:

Accountability	We hold ourselves accountable to ethical standards, are results driven, and act with purpose and integrity in service to our members and stakeholders.
Respect & Care	We champion a strong community culture within the target shooting sports.
Inclusivity	We are committed to fostering an environment where everyone has equitable opportunities to participate, succeed, and feel valued, regardless of background or experience.
Excellence	We are performance-driven, strategic in our delivery of service, and targeted in the pursuit of the growth of our sport.

Primary Responsibilities

Strategy and Planning

- Assist the Board in developing SFC's vision, mission, values and standards of ethical conduct, including any changes, if required.
- Guide the Board to develop the organization's quadrennial strategic plan.
- Lead the development of the annual financial, operating, human resources and risk management plans and budgets with clear targets, milestones and KPIs and oversee their successful implementation. Ensure that these plans consider historical trends and anticipated changes to the regulatory and financial environment.
- Engage with key stakeholders to ensure all plans are coordinated and communicated.
- Monitor and regularly report progress against the strategy and plans to the Board.

Operations

- Provide overall management of the organization.
- Provide oversight and strategic direction for SFC's programs, major projects, and activities.
- Assure organizational stability and quality of SFC programs and services through the implementation of systems, standards, procedures, and evaluation mechanisms.
- Lead the interpretation and administration of existing policies and research and develop new policies, as required for approval by the Board.

Governance

- Work with the Chair of the Board to ensure the Board fulfills its governance function and fiduciary role, including regular reporting to Sport Canada and other key stakeholders, as require.
- Regularly review the governance structures and practices and advise the Board and members on improvements needed
- Manage the Board's due diligence process to ensure timely and informed attention to core issues and ensure the Board is aware of significant legal, risk management and insurance issues affecting SFC.
- Ensure the filing of all legal and regulatory documents and monitor compliance with all relevant laws and regulations.

Partner Relations

- Lead the development and successful implementation of alternative and diverse sources of revenue.
- Serve as SFC's primary external representative and lead with respect to government, funding partners, and other key stakeholders, including Sport Canada, Own the Podium, Canadian Olympic Committee, Canadian Paralympic Committee, Canadian Sport Centres/Institutes, and other relevant organizations.

- Establish and maintain positive relationships with SFC's sponsors, commercial partners, donors, and official suppliers.
- Ensure member satisfaction through effective member consultation, communications and education, including proactive management; ensure SFC delivers value.
- Support the Board Chair and other key volunteers in maintaining influential roles with the international governing bodies for shooting sports.

High Performance

- Ensure the development and implementation of SFC's athlete-centered High Performance strategies through effective leadership of High Performance programs, events, competitions, and regional hubs.

Sport and Pathway Development

- Ensure effective alignment, development and delivery of all domestic athlete, official and coach development pathways and talent identification programs to support the effective achievement of SFC's sport development objectives.

Safe Sport, Diversity, and Inclusion

- Lead and encourage a culture of safety and inclusion across the national shooting community.

Marketing and Events

- Lead the development and implementation of SFC's brand strategy to optimize external awareness and support for SFC.
- Ensure the development and successful implementation of national shooting events and international events hosted in Canada.

People and Team Leadership

- Recruit, develop and retain SFC staff with appropriate skills and experience to achieve SFC's strategic objectives and operating plans.
- Manage and optimize the performance of SFC's staff by implementing appropriate systems for selecting, developing, motivating, and evaluating all staff and volunteers.
- Drive corporate culture and lead all employee engagement activities with a focus on providing a competitive and effective employee value proposition.

Communications and Community Engagement

- Ensure the development and implementation of a stakeholder engagement and comprehensive communication strategy.
- With the Board Chair serve as official public spokesperson for SFC to members, media, and the general public by being active and visible in the sport community and working closely with SFC's stakeholders and partners.

Qualifications and Experience

<p>Education</p>	<ul style="list-style-type: none"> • University undergraduate degree (e.g., sport or business management, physical education/kinesiology) or equivalent experience; a master's or other post-graduate degree is an asset.
<p>Desired Experience</p>	<ul style="list-style-type: none"> • 7 or more years of relevant and recent experience, including 2 - 3 years of management and leadership experience, ideally in a single-sport and/or multi-sport organization. • Experience, understanding, appreciation and respect for not-for-profit governance structures including working with a volunteer Board of Directors. • Understands the management of sport organizations and has experience working with Sport Canada, COC/CPC, and/or provincial/territorial equivalents as well as experience of working effectively in a multi-stakeholder environment. • Demonstrated success in managing programs in High Performance and/or Sport Development, preferably at a national level. • Demonstrated success in identifying new private and public sector sources of revenue and developing sponsorship and funding proposals to generate additional and diverse sources of revenue (e.g., grants). • Demonstrated ability to engage with, develop and maintain key relationships with the sport community, funding partners, politicians, and other key stakeholders. • Proven track record of managing business operations with accountability for developing and implementing an operational plan and budget and overseeing day-to-day operations. • Demonstrated people leadership skills and experience developing and implementing HR strategies and plans for both paid staff and volunteers, creating of an open and transparent organization culture and effectively attracting, developing, and retaining high performance teams. Experience with transforming/restructuring an organization an asset. • Experience developing risk management strategies, plans and processes that enable sound communication and decision-making by identifying, analyzing, evaluating, monitoring and reviewing organizations risks. • Demonstrated success with building and/or enhancing the brand and perception of an organization by key stakeholders, media, and general public. • Demonstrated experience dealing with and resolving difficult and highly sensitive issues.

Required Personal Characteristics/Competencies

Visionary Leadership	Big picture, clear vision, and demonstrated ability to lead.
Strategic thinking	Ability to analyze the market, identify opportunities and create strategies to drive success.
Entrepreneurial mindset	Possesses a solutions-oriented set of characteristics and skills and a way of thinking to identify opportunities, overcome adversity, learn from mistakes, and move an organization forward.
Influence and building relationships	An approachable relationship builder, with a proven ability to connect with a range of audiences and levels; track record for creating mutually beneficial sustainable partnerships.
Team leadership and talent management	Great builder of teams and grows talent; accomplished at creating an open and transparent culture and environment where people are empowered, and excellence is embedded.
Business, financial, and political acumen	Comfortable with and understand business plans and financial statements. Understands and navigates the complex and often unpredictable nature of politics and the public sector with skills such as savvy, judgement, insight into how political systems function in sport.
Results-focused	A commitment to excellence - able to rethink business issues and solve complex problems.
Collaborates with others	Creates a collaborative environment, openly shares ideas, and inspires others to work together to achieve a common purpose.
Communication skills	Strong presence and communication, listening, and negotiation skills. Fluency in English is required; proficiency in French is an asset.
Adaptable and resilient	Ability to adjust to new situations or changes and has the capacity to bounce back from challenges or setbacks.
Action-oriented and self-motivated	Willing to take practical steps to address a problem or situation and does so without needed pressure from others; willing to be “hands-on,” as required
Integrity, ethics, and emotional acumen	Strong social/emotional, conflict resolution, and problem-solving skills.
Other: <ul style="list-style-type: none"> ● Highly proficient with Microsoft Office applications. ● Familiarity with the use of typical social media platforms. ● Experience working with QuickBooks or similar financial management tools. ● Eligible to work in Canada. 	

Key Initial Priorities

Key Stakeholders	<ul style="list-style-type: none"> ● Build strong and effective relationships with SFC's key stakeholders, including Sport Canada, other funding partners, provincial/territorial associations, shooting high performance athletes, and other SFC members. Effectively manage stakeholder expectations, as required.
Board Governance	<ul style="list-style-type: none"> ● Work with SFC's Board of Directors to continue to improve their governance processes and their development as a governance and policy Board.
Business/ Financial Management	<ul style="list-style-type: none"> ● Ensure the Board approved business and financial plan for the current fiscal year is achieved and meets funding agency requirements. Grow and diversify revenue through management of existing revenue streams and exploring the feasibility of additional and alternative revenue sources.
Team Leadership	<ul style="list-style-type: none"> ● Assess current organization structure, positions, and skills and competencies of staff.
High Performance	<ul style="list-style-type: none"> ● Work with the High Performance Committee to develop a medium- and long-term High-Performance plan.
Sport Development	<ul style="list-style-type: none"> ● Identify opportunities and a plan for the expansion and diversity of shooting opportunities in Canada, particularly in underrepresented groups in organized sports.
SFC Brand	<ul style="list-style-type: none"> ● Assess current initiative and activity to improve the SFC website and implement changes, as required.

Job Evaluation Factors

Independence of Action

The CEO has authority to enact operational decisions, notwithstanding the general direction or guidance received from the Board, Federation policies, legislative, legal or regulatory authorities. The CEO must communicate effectively with the Board and ensure that all information necessary for the Board to function properly and to make informed decisions is provided to them in a timely and accurate manner.

Accountability

The CEO is accountable for the development, attaining Board approval, and maintenance of the organization's annual operating plans and budget, as well as ensuring all necessary reporting.

Impact of Decision Making

The CEO's decisions have a direct and significant impact on the organization from an organizational effectiveness, financial, relationship, and regulatory perspective. The CEO is responsible to oversee and implement appropriate resources to ensure successful operation of the Federation, events, and programs.

Instruction/training of Others

The CEO is responsible for developing and maintaining training and orientation programs for all staff and volunteers. Standard operating procedures should be developed and maintained for all SFC Operations.

Working Conditions and Travel

SFC's office is currently in the RA Centre, House of Sport, Ottawa. SFC supports flexible work arrangements and telework as necessary and appropriate. The position requires some travel locally, with occasional national travel (2-3 X per year) and international travel as required.

Financial Responsibility

The CEO manages resources sufficient to ensure SFC's continuing financial health. This will include identifying and actively pursuing revenue generation opportunities on behalf of the Federation. The CEO has responsibility for the financial integrity of the Federation and ensuring that it maintains a positive and sustainable financial position. They will develop and maintain the Federation budget and ensure that it is approved by the Board of Directors with appropriate and accurate reporting.

Supervision of Others

The CEO has overall responsibility for the human resources plan and the supervision of (currently) 2 full-time and 2 part-time staff. Responsibilities include hiring, retention, development, and performance management of staff.