Executive Director Job Posting

Position title: Executive Director
Location: Regina, Saskatchewan, Canada
Duration: full-time
Salary Range: $55,000-$60,000 per year, based on qualifications and experience

Basketball Saskatchewan Inc. (BSI) is the provincial sport governing body of basketball in Saskatchewan. BSI's main goal is to promote and develop the sport of basketball in Saskatchewan. BSI is hiring a new Executive Director (ED). Qualified candidates should forward a cover letter and resume to: Scott Sather, president@basketballsask.com. Applicants may apply until Friday January 11, 2019 or a suitable pool of candidates is collected. Each candidate who makes the short list will be contacted to set up an interview by January 21, 2019.

Job Details:
The ED will serve as chief operations officer for BSI to ensure:
1. Goals, objectives and policies established by the Board of Directors are achieved
2. The organization delivers its overarching leadership role for basketball organizations in the province
3. BSI's business holdings are properly overseen, exercise leadership and direction that will promote the efficient operation of the organization
4. Proper accountability for the preparation, application and follow-up requirements for Sask Sport funding and other grants.

Required Skills:
1. Sound financial and business experience with a firm background in accounting, fiscal management and financial planning
2. Basketball experience that would help establish goals and grow the sport of basketball for officials, coaches and athletes in Saskatchewan
3. Network and relationship skills to build capacity in BSI staff, work with partnering organizations to establish positive working networks and work with fundraising organizations (Sask Sport and Sask Trust) to build working relationships and maintain funding levels
4. Technical proficiency with a variety of software and platforms, included but not limited to: accounting software (QuickBooks), social media (Facebook, Instagram, snapchat and Twitter), multimedia/video editing programs (iMovie, windows movie maker and/or Adobe premiere pro/ after effects), Office products (Word and Excel) and website design (WordPress).