

JOB POSTING

CORK EXECUTIVE DIRECTOR

CORK/ Sail Kingston Inc is a highly motivated organization with a challenging mission – to host high quality sailing regattas for all ages, including national, continental and world championships. This is accomplished with a small paid staff and a large corps of volunteers. The Executive Director is a key contributor whose responsibilities will call for an efficient administrator, an imaginative planner and a diplomat who can work with stakeholders, staff, athletes, coaches and volunteers. You are a voice of CORK's 50 years of success in hosting high profile sailing regattas. Knowledge of the sport of sailing and bilingual capability are a definite advantage. Flexibility to work days, evenings and weekends in Kingston during the regatta season is essential.

Qualifications

- Experience in and passion for sport administration including organizing and managing large scale events

Ability to:

- Develop and maintain positive working relationships with stakeholders and partners such as sports organisations, multiple levels of government, sponsors and tourism agencies
- Work with a Board of Directors and execute their direction
- Manage teams of volunteers, staff and committees
- Work with customers (athletes of all ages, parents and coaches)
- Create and manage budgets and maintain day-to-day control of finances and financial transactions
- Source funding opportunities and prepare grant proposals
- Develop and execute a media program
- Work efficiently with IT technology including commonly used office systems, registration systems and other event specific systems.

Responsibilities

- Maintain efficient and effective functioning of the CORK organization
- Under the supervision of the Secretary, take day to day charge of compliance and recordkeeping, including minutes of the AGM, Board and Executive meetings.
- Take a leading role in the planning and execution of events and annual operating budgets
- Communicate with stakeholders, supporters and participants on behalf of CORK
- Participate in recruiting, managing, training and retaining volunteers

- Liaise with World Sailing, Sail Canada, Ontario Sailing, other provincial sailing associations, clubs, the City of Kingston and Tourism Kingston
- Process financial transactions, including preparing and approving invoices
- Source funding, sponsorship and grant opportunities, and develop grant proposals and reports
- Prepare documents for the annual audit, liaise with auditors and support the audit
- Plan and implement a media strategy that includes traditional, website and social media
- Ensure IT and security are kept current and sufficient for the needs of the organization
- Participate in development of annual event schedules, including equipment and personnel requirements, and general event planning
- Liaise with event rights holders to find hosting opportunities and develop bids for events
- Oversee ashore functions, including food services, ceremonies, site activities, and registration

Reporting

The Executive Director reports to the Chair of the Board of Directors and is accountable to the Board of Directors

Total Compensation

The position comes with a competitive salary. The CORK regatta schedule occurs in the period of June to September which requires working evenings and weekends as necessary during major events. With the remaining eight months devoted to event planning and preparations, this creates flexibility in terms of hours worked and ability to work from distant locations.

Timing

Interested applicants are encouraged to submit a cover letter and resume to hr@cork.org by January 31st, 2022

CORK encourages applications from individuals of all backgrounds who are eligible to work in Canada. As part of our commitment to accessibility for all persons with disabilities, CORK will, upon the request of the applicant, provide accommodation during the recruitment process to ensure equal access to applicants with disabilities. We will consult with applicants to ensure a suitable accommodation is provided.