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## Job Posting EXECUTIVE DIRECTOR

The Ontario Federation of School Athletic Associations (OFSAA) is an organization comprised of high school student-athletes, teacher-coaches, teachers, principals, and sport administrators all committed to the philosophy of “Education through school sport”. We collaborate with volunteer teacher-coaches to provide quality provincial championships for Ontario's student-athletes, and we also deliver additional programs and services that support school sport at the provincial and local levels.

### Summary

The executive director plays an integral leadership role in both OFSAA and in school sport in Ontario. Working closely with volunteer leaders, the executive director will ensure OFSAA is strategic, progressive, and responsive to change.

### Principal Duties

Reporting to the president, the executive director will:

- Oversee and manage the overall operation of the organization, including financial management and human resources.
- Work closely with the executive council and staff to develop strategic and operational plans, and ensure all plans are successfully achieved.
- Initiate and support opportunities that lead to the growth of OFSAA.
- Manage partnerships, liaise with stakeholders, and prepare funding applications.
- Liaise with committees to prepare and implement policies which align with the aims and objectives of the organization.
- Follow procedures, abide by governing documents, and interact with government ministries.

### Qualifications

- Senior leadership position in education, not-for-profit, or sport sectors.
- Degree or diploma in the field of Sport Management, Physical Education, or Bachelor of Education.
- Ability to develop and sustain positive relationships and networks with all major stakeholders.
- Knowledge of the Ontario education and sport systems. A teaching background with experience in school sport is an asset.
- Understanding of and belief in the school sport philosophy.
- Bilingual in English and French is an asset but not required.

Interested applicants are asked to email a resume and cover letter to the attention of the Search Committee at [jobs@ofsaa.on.ca](mailto:jobs@ofsaa.on.ca) by 4:00 p.m. on April 26, 2022.

*We thank all applicants however only those selected for an interview will be contacted.*