



## Job title: Executive Director of Tennis BC

### About Tennis BC

Tennis BC (TBC) is the provincial organization for providing the structure, programming, and framework to inspire and stimulate increased participation and excellence in the sport of tennis throughout British Columbia. The organization has developed strong, mutually supportive partnerships with Tennis Canada, regional tennis associations, corporate sponsors, and donors. TBC is increasingly engaged with school districts and municipal recreation departments across the province and continues to work with its members, both clubs and individuals, to advance the playing opportunities for all ages and levels.

### **THE OPPORTUNITY – EXECUTIVE DIRECTOR**

#### Position Overview

The Executive Director (ED) reports to the Board of Directors and has responsibility for providing overall leadership and vision for TBC's staff as well as for the provincial tennis sector as a whole. The ED is a relationship builder, a visionary, a communicator, and a leader, responsible for the overall management of the organization. As an advocate for tennis in BC, the ED represents TBC by building strong relationships with the membership, government, external stakeholders, and partners to ensure TBC has a significant voice for tennis and sport in British Columbia.

#### Primary Responsibilities

In particular, the Executive Director will oversee initiatives, communications and public relations, financial management, and other functions including:

#### **Strategic Initiatives:**

#### **Communications and Public Relations:**

#### **Financial Management:**

#### **Operations:**

#### **General Duties:**

- Implement best practices and technologies for the organization and work closely with the technical, management, and administrative staff to deliver the exemplary programs and services required to fulfil the values and mandate of the organization.

## The Person

### **Ideal Education, Experience and Skills:**

- An undergraduate and/or graduate degree and a minimum of five years of experience in a management or leadership position, or an equivalent combination of related education and experience.
- Knowledge of both recreational and high-performance sport environments, with a priority given to tennis, including the role sports plays in the health agenda of the provincial government.
- Experience managing an organization, department or division, and a thorough knowledge of not-for-profit management principles and governance practices, including proven experience working with volunteers.
- Knowledge of
  - Provincial and national sports systems
  - The role provincial and federal governments play with provincial sports organizations, major games and events
  - Provincial, national and international sports organizations.

### **Personal Values and Characteristics:**

Tennis BC's core values are Leadership, Integrity, Excellence, Teamwork, and Innovation. The ideal Executive Director candidate will share these values.

#### **Values**

- *Leadership*
- *Integrity*
- *Excellence and Innovation*
- *Teamwork*

#### **Characteristics**

- *Strategic*
- *Management Skills*
- *Political Acumen*
- *Effective Communicator*

At Tennis BC our commitment to equity, diversity and inclusion begins with our Board of Directors, which considers diversity in the selection criteria for new board members and senior management team appointments. An Executive Equity, Diversity and Inclusion Committee guides the development of our strategy and is focused on taking steps to further strengthen our diversity and ensure [Tennis BC](#) is a fair and truly inclusive workplace.

This position has a competitive total compensation package.



More information about the position is available from John McMurchy Interim Executive Director at [jmcmurchy@gmail.com](mailto:jmcmurchy@gmail.com). The closing date for applications is **June 4, 2022 at 4:00 P.M. (PST)**. Qualified applicants are invited to apply in confidence by submitting a resume and cover letter to [careers@tennisbc.org](mailto:careers@tennisbc.org). The selection committee will review all applicants and will schedule interviews in a timely fashion. Applicants agree to confidential reference and background checks as a condition of application.