



**Position:** Executive Director, Regina Community Basketball Association

**Location:** Regina, Saskatchewan, Canada

**Duration:** Full-time, permanent (must be able to work flexible hours while the league is in season)

**Reports To:** RCBA Board of Directors

The Regina Community Basketball Association (RCBA) is a non-profit youth basketball organization looking for a highly motivated, very organized, detail orientated, and positive individual to manage all facets of league operations.

**Job Details:**

The Executive Director will serve as Chief Operations Officer for RCBA to ensure:

1. Goals, objectives, and policies established by the Board of Directors are achieved.
2. Involvement in the yearly strategic planning process for the organization, providing recommendations and suggestions for league enhancement.
3. The RCBA delivers its leadership role for basketball organizations in the city and promotes the growth of basketball in our community.
4. The RCBA's business holdings are properly overseen by exercising leadership and direction that will promote the efficient operation of the organization.
5. Oversight and accountability for RCBA's corporate planning, league operations and administration applications, finances, marketing/ sales, and administration for the Board of Directors.
6. Recruitment, training, evaluation, retention and oversight of the league's volunteer coaches.
7. Supervision of 1 full-time employee, 2 contracted employees and approximately 150 casual employees and 300 volunteer coaches.

**Required Skills:**

1. Sound financial and business experience with a firm background in bookkeeping, financial reporting, payroll, and budget development.
2. Basketball experience and in-depth knowledge to help establish goals and grow the sport of basketball for officials, coaches, and athletes in Regina.
3. The ability to navigate the local and provincial basketball network to maintain current and seek out new partnership opportunities. This will include financial, marketing and sport organizations.
4. The ability to work with partnering organizations (Sask Sport, Basketball Saskatchewan) to enhance working relationships and maintain funding levels.
5. Technical proficiency with a variety of software and platforms, included but not limited to: accounting software – QuickBooks, social media (Facebook, Instagram, Snapchat and Twitter), Adobe InDesign, MS Office applications (Word and Excel), website maintenance on a WYSIWYG platform, and human resources scheduling applications.

**Application Deadline:** June 30, 2021

**Submission Instructions:** Email cover letter & resume to: RCBA President, Henry Greenberg  
henry.greenberg@gmail.com

Thank you to all who apply, only qualified candidates will be contacted for an interview.