



Canoe '22 – General Manager Job Posting

In August 2022, Dartmouth, NS will host the 2022 ICF Canoe Sprint World Championships (“**Canoe '22**” or the “**Championships**”). Approximately 1500 athletes from over 80 countries are expected to participate in the Championships. This builds off of Dartmouth successfully hosting the Sprint World Championships in 2009 and 1997, as well as the Junior World Championships in 1989.

The Board of Directors for Canoe '22 (the “**Board**”) is responsible for ensuring a successful Championships that delivers an exceptional experience for the athletes, volunteers and community stakeholders. The Board is currently looking to hire a General Manager who would oversee all aspects of the event, including leading a team of employees as well as community volunteers.

A overview of the employment opportunity is detailed below, including the key roles, responsibilities and ideal qualifications of the General Manager.

Title:	General Manager
Position:	Full-time (until December 31, 2022)
Start Date:	April 1, 2021 (or soon thereafter)
Reporting:	General Manager will report to the Board
Key Responsibilities & Accountability:	<p>Event Management</p> <ul style="list-style-type: none">• Oversee all aspects of the event including planning, scheduling, fiscal management, sponsorships and contractual negotiations;• Manage the operating budget, ensuring the required financial controls are established and adhered to;• Create and manage a workforce plan for employees and volunteers. <p>Team Building and Partnership Management</p> <ul style="list-style-type: none">• Build and maintain co-operative partnerships with all stakeholders who are critical to delivering an exceptional Championship; experience including, community volunteers, national and provincial national government officials, sponsors, service providers, Canoe Kayak Canada, the Atlantic Division of Canoe Kayak Canada and the paddling community;• Work with the Board to recruit key volunteers and paid staff to lead the various operating committees necessary to put on a successful Championships;• Directly supervise and mentor staff and provide central direction and coordination of information;• Provide consistent and cohesive orientation and training for all employees and volunteers;

	<ul style="list-style-type: none"> • Develop human resources policies and procedures. • Create a collaborative and safe working environment focused on mutual respect and inclusivity. <p>Communication and Accountability</p> <ul style="list-style-type: none"> • Deliver accurate, timely and comprehensive presentations to the Board, Committees, local and provincial Officials, sponsors and key stakeholders (as necessary); • Work with the Board to develop a financial reporting system that provides the level of detail necessary for the Board to support prudent financial decisions and monitor the financial status of the event; • Report to the Board with regular frequency on the status of the operating committees’ activities, including tracking against agreed upon priorities and key milestones; • Develop a centralized communication system to ensure the efficient coordination of work amongst the Board, Canoe ’22 staff, volunteers, partners and key stakeholders; • Lead all post-Championship activities, including drafting and presenting the final financial performance and economic impact report.
<p>Qualification & Experience:</p>	<ul style="list-style-type: none"> • Significant experience in similar roles involving planning and delivering complex sporting events; • Demonstrated track record of building strong teams and executing quickly and efficiently; • Strong project management, planning, coordination, administrative and organizational skills; • Demonstrated ability to manage a large portfolio of projects and partnerships and operate in a dynamic work environment; • Excellent written and verbal communication skills; • Demonstrated experience using MS Office Suite of products including Word, Excel and PowerPoint • Knowledge and experience working in not-for-profit, events, sports, or a multi-sport games environment is an asset.
<p>Personal Qualities:</p>	<p>Teamwork</p> <ul style="list-style-type: none"> • Embraces diversity and displays respect and loyalty to colleagues, the organization and partners; • Engages effectively, and is helpful and supportive towards others; • Highly collaborative, taking the time to engage with team members; • Reliable and committed to success of the team; • Embraces change and is adaptable; • An ability to mentor team members, developing their capabilities through support, guidance and exposure to opportunities. <p>Communication</p> <ul style="list-style-type: none"> • Natural communicator at all levels, approachable and knowledgeable;



	<ul style="list-style-type: none"> • Open and transparent but also maintains trust and confidentiality; • Prepared to challenge information and bureaucracy; • Embraces and absorbs new information. <p>Motivation & Passion</p> <ul style="list-style-type: none"> • Strong passion for sport and the enduring legacy that is created by hosting World Championships; • Self-motivated and proud to be part of the experience; • Demonstrates enjoyment in their work; • Professional, polite and approachable manner; • Positive attitude and optimistic; • Resilient, calm and in control of emotions; • Willingness and ability to work variable work hours, including weekends and evenings.
<p>Compensation:</p>	<ul style="list-style-type: none"> • Commensurate with the individual’s skills and experience
<p>Application Process:</p>	<ul style="list-style-type: none"> • Apply in confidence by sending a cover letter and resume to steve@canoe22.ca by March 17, 2021

We thank all applicants in advance for their interest in this position. Please note that only those applicants being evaluated for, or selected to participate in the interview process will be contacted.