

## CHIEF OPERATING OFFICER

viaSport's purpose is to lead the development and growth of amateur sport in BC — bringing more families to the field of play, more fans into the stands, more athletes to the podium, more sporting events to the province, and more supporters of the system.

Since 2011, viaSport has stewarded the growth and development of amateur sport, and today, we are embarking on our next phase of organizational development.

viaSport is a trusted partner of the Ministry of Tourism, Arts, Culture and Sport and stewards \$15M in annual funding for the amateur sport sector. In recent years, viaSport has been entrusted with nearly \$40M in additional funding to support amateur sport. With its growing leadership role, the viaSport team is committed to helping amateur sport navigate post-pandemic recovery and advance initiatives that will strengthen BC's amateur sport ecosystem.

As an equal opportunity employer, we recognize that a diverse workforce is critical to accomplishing our vision, and we are committed to fostering a culture of inclusion where all employees are supported to reach their potential. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability. viaSport welcomes and encourages applications from people with disabilities. Accommodations are available by request for candidates taking part in all aspects of the selection process.

### About the position

Reporting to the CEO, the **Chief Operating Officer** (COO) will be instrumental in advancing near-term strategic priorities that aim to elevate the capacity of sport organizations and leaders, expand our reach, and enhance our operational performance while stewarding the Province's investment. Operationally focused with a risk management lens, the COO will assess and optimize viaSport's systems and processes to ensure the organization appropriately plans for and responds to the increased demand for resources and services from those passionate about amateur sport, including parents, volunteers, sport leaders, coaches & officials, clubs, partners, supporters, and funders.

This key leadership role will provide a unique mix of management and operational savvy, plus expertise with system change, policies, practices, and procedures within our industry. The COO will offer enterprise-wide support, advancing key initiatives across the organization. As both a change agent and an impactful implementor, the role adds deep system experience with a laser focus on operational implementation, change management, and risk mitigation.

### Key Responsibilities/Accountabilities

- Collaborate with the viaSport Leadership Team and the Board of Directors to drive organizational strategy, set key priorities, monitor budgets, and advance the most value-creating projects to the finish line.
- Guide organizational plans and project timelines while supporting a highly inclusive culture, ensuring team members thrive.

- Guide and lead change management strategies that support the implementation of transformational systems and organizational projects, including but not limited to:
  - Safe sport; drive strategies to improve the culture of sport through the development of policies and best practices in prevention, awareness and education, reporting, conflict and complaint management tools and governance.
  - Sport volunteerism: advance province-wide volunteer recruitment, retention, and recognition strategies to address demographic and technology changes that are causing declines in sport volunteerism.
  - System data and technology solutions: expedite strategies to replace technology systems that better capture sector data, ensuring decisions are appropriately informed, responsive, and strategic.
- Oversight of successful project implementation through a risk identification and mitigation lens.
  - Ensure appropriate mitigation plans have been considered for all projects and strategies.
  - Reviews /updates policies, agreements, contracts, etc. and consults with external experts (legal, policy, insurance) as needed.
- “Leads while serving” in support of triangular leadership structure; a crucial member of the Leadership Team who reports only to the CEO.
  - Provides a right hand to the CEO and partners with other members of the Leadership Team. Some initiatives will be led by the CEO, others by the COO
- Engage the Board on operational matters as well as support Board Committees.
  - Provide budget and cash management information.
  - Supports good governance practices.
- Supports, prepares and/or reviews sustainable business plans and models for programs and services.
- Serves as the organization's Privacy Officer, ensuring compliance, adherence and support relating to federal and provincial privacy, security, electronic transactions, and protection of related matters.
- Actively engage in brainstorming and ideation to support strategies and provide solutions to complex issues.
- Fosters the development of our people and culture through human resource policies and best practices.

### About you

With extensive experience in amateur sport, preferably having worked up to an executive role, this key leadership role will provide a unique mix of operational management, strategic execution and risk mitigation.

You thrive in fast-paced, ever-changing workspaces and pride yourself on staying abreast of the latest innovations in leadership and collaboration. Multi-stakeholder environments are where you do your best work, and you have demonstrated success in ensuring staff, external stakeholders and board members all feel they are adding value and understand their roles. Variety is absolutely critical for you to be successful, and above all else, you respect and appreciate the amateur sport population that viaSport supports.

**Experience/Skills/Education**

- Deep understanding of the Canadian amateur sport ecosystem from national, provincial and local levels.
- An operational wizard with relevant system and change-management experience.
- Demonstratable expertise in propelling growth through operational excellence and risk mitigation.
- Hands-on experience in policy development across an organization.
- Exceptional leadership, communication, relationship building, and conflict resolution skills at all levels of an organization (putting out fires while fostering alignment).
- Financial management skills – understands compliance, investments and liquidity best practices.
- Direct experience in multiple software platforms that link one system to another.
- Graduate degree in a relevant field; MBA preferred with 10+-years of progressively senior management experience in amateur sport

**Benefits of working with us**

- A flexible work environment, including opportunities for hybrid and flexible work
- An excellent employee benefits package
- Group RRSP with matching benefit
- Support for appropriate training and development initiatives
- Generous leave provisions (vacation, 11 stat days, personal days and, typically, a December holiday closure)
- An Employee and Family Assistance program for you and your dependents

**How to apply**

If this sounds like you, we would love to hear from you. Please email your cover letter and resume in a single Word or PDF file to Shannon Okun at [shannon@reimaginehr.ca](mailto:shannon@reimaginehr.ca), **being sure to include the position title in the subject line. This posting will remain open until filled.**

We kindly ask that applications be sent by email only—no fax or mail applications please—and request that you do not phone. Due to the high number of applications we receive, only applicants selected for an interview will be contacted.