



Tennis BC

Executive Director

Richmond, BC

THE ORGANIZATION: TENNIS BC

Tennis BC is a non-profit member driven Provincial sports organization focused on promoting tennis through programs and events. With a mission to inspire and support the growth of tennis across British Columbia, Tennis BC offer a wide range of programs and services to individuals of all ages and abilities. Our organization is supported by diverse funding sources, including grants, donations, memberships, and program fees. Tennis BC operate with a dedicated staff of 12 and manage an annual budget of approximately \$3 million. Tennis BC are a Provincial Sport Organization dedicated to promoting the sport of tennis in BC.

Responsibilities are to build and expand the sport within BC. This means training players, officials, and coaches, securing and hosting large-scale events, facilitating the process of building clubs, facilities, and programs around the province, and being a source for progressive information.

Purpose: To spread the love of tennis

Mission: To inspire and support the growth of tennis across British Columbia

Vision: Tennis BC will be a leader in promoting tennis across our province

Values: Leadership, Integrity, Excellence, Teamwork, Innovation

Core Initiatives

Get into the Game:

- Increase new participants in tennis
- Increase engagement in tennis

Build the Game:

- Increase access to courts
- Strengthen relationships with stakeholders
- Promote and grow tournaments and events

Stay in the Game:

- Foster tennis communities
- Ensure positive tennis experiences
- Promote development pathways and help advance players along them

To learn more, please visit Tennis BC's [website](#).

THE OPPORTUNITY: EXECUTIVE DIRECTOR

Reporting to the Board of Directors, the Executive Director will be responsible for overseeing all aspects of our operations, including facility management, program development, staff leadership, financial management, partnership and community engagement. This role requires a strategic thinker with a proven track record in growing organizations (non-profit preferred), fundraising, and community relations.

Key Responsibilities

Leadership and Management:

- Provide strong, visionary leadership to the organization, aligning staff and resources with the mission and strategic goals;
- Oversee day-to-day operations, ensuring efficient and effective management of facilities, programs, and services;
- Manage and develop the organization's team, ensuring each employee has annual objectives, a detailed scope of work and regular, documented performance reviews;
- Conduct annual reviews of technology to ensure it supports current demands.

Facilities Management (Current & Future):

- Manage and grow the current hub operations (Richmond and Stanley Park) including programs, maintenance and lease agreements;
- Establish best practices in hub operations that can be replicated by other hubs;
- Work with Facilities Development Committee to identify areas of opportunity for future facilities development;
- Lead the charge on developing the identified opportunities for future facilities development;
- Establish & continue to enhance existing relationships with municipality leaders to promote the tennis.

Strategic Planning and Implementation:

- Take ownership to develop and implement the organization's five-year strategic plan;
- Continually measure against the existing five-year strategic plan and recommend to the Board (for approval) any adjustments or changes to the five-year strategic plan;
- Keep Board apprised of management's changes to its tactical plans if they deviate from the strategic plan as approved;
- Develop reporting mechanism to the Board of Directors on the progress of the annual strategic initiatives.

Financial Management:

- Develop and manage the annual budget ensuring financial stability and sustainability;
- Oversee financial operations, including accounting, reporting, and compliance with regulatory requirements;
- Be a key control for safeguarding financial assets, including through annual insurance review;
- Identify financial risks and make recommendations to the Finance & Audit Committee on how to mitigate;
- Diversify and expand funding sources through grants, donations, sponsorships, and other revenue streams.

Fundraising and Development:

- Lead fundraising efforts, including donor cultivation, grant writing, and event planning;
- Build and maintain relationships with current and potential sponsors, and funding partners;
- Develop and implement fundraising strategies to at a minimum meet revenue goals;
- Apply entrepreneurial expertise and creativity to develop programs and initiatives that maximize opportunities for revenue generation based on a self-sustaining business model.

Program Development and Oversight:

- Oversee the development, implementation, and evaluation of programs and services;
- Ensure programs meet the needs of the community and align with the organization's mission;
- Foster partnerships with other organizations to enhance program offerings and community impact.

Community Engagement:

- Serve as the primary spokesperson and advocate for the organization;
- Build and maintain strong relationships with community leaders (including Member clubs), partners, sponsors, and other stakeholders;
- Promote the organization's mission and programs through public speaking, media relations, and community outreach.

Board Relations:

- Collaborate with the Board of Directors to ensure effective governance (through accurate minutes and policies) and strategic direction is sound;
- Provide Board support via a dedicated resource to organize Board meetings and ensure the administrative side of board activities are taken care of;
- Work with the President to ensure new directors are onboarding efficiently and effectively;
- Participate and provide management support in taskforce activities and standing committees;
- Provide regular updates on organizational performance, financial status, and key initiatives at board meetings via an ED report distributed to the Board prior to the board meetings;
- Organize and host the Annual General Meeting.

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 fulfill the values and mandate of the organization;
- Ensure all aspects of TBC's activities are developed and implemented in a manner consistent with its values of leadership, integrity, teamwork, excellence, and innovation, and that they adhere to the highest standards of ethical conduct;
- Build a culture of excellence and professionalism in the delivery of services, programs, and initiatives for athletes, coaches, parents, volunteers, and other key stakeholders;
- Actively participate in TBC Board meetings and ensure appropriate and timely staff follow-up to implement Board policies.

Qualifications

- Bachelor's degree in Business Administration, Non-Profit Management (preferred), Sports Management, or a related field;
- Minimum of 7-10 years of experience in a senior leadership role within a non-profit or sports organization;
- Proven track record in financial management, including budgeting, forecasting, and financial reporting;
- Demonstrated success in fundraising and development, with experience in donor cultivation, grant writing, and sponsorships;
- Strong understanding of facility management and operations;
- Excellent leadership and team-building skills, with the ability to inspire and motivate staff;
- Exceptional communication and interpersonal skills, with the ability to build relationships with diverse stakeholders;
- Strategic thinker with the ability to develop and implement innovative solutions;
- Passion for sports and physical activity, and a commitment to promoting a healthy lifestyle.

Personal Values and Competencies:

- **Leadership** - Achieves desired organizational results by developing the skills and abilities of Tennis BC's employees and volunteers, and by encouraging and supporting their contributions. Leads by example, is proactive, and is a team player who sets and communicates goals and expectations clearly.
- **Integrity** - Demonstrates success leading a high-performing team; talks openly with others, establishes expectations, holds self and others accountable, supports group decisions, shares credit, builds enthusiasm for goals, and resolves conflict appropriately.
- **Excellence and Innovation** - Holds a high standard for themselves and their staff. Understands organizational challenges and is a "progressive idea person" committed to excellence and innovation in the workplace; encourages others to achieve personal excellence.
- **Team Player** - Creates an environment in which teams work harmoniously, respect each other, and understand their importance in achieving the greater goals of TBC's initiatives. Motivates teams to assist each other, especially in times of critical deadlines.

COMPENSATION:

A competitive compensation package will be provided, including an attractive base salary of likely to fall in a range between **\$120,000** and **\$150,000**, plus excellent benefits. Further details will be discussed in a personal interview.

To apply, please visit our [website](#).

FOR MORE INFORMATION, PLEASE CONTACT:

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