



**Job: Executive Director**

**Organization:** Cycling BC

**Reporting To:** Board of Directors

**Location:** Flexible within the Lower Mainland. The successful candidate will be expected to work remotely from home, but may also need to attend local Cycling BC events and meetings.

### **About Cycling BC**

Cycling BC is the provincial governing body for the sport of cycling in British Columbia, representing Road, Track, Cyclo-cross, Mountain Biking, BMX and Para-cycling.

Cycling BC's main responsibilities include:

- Licensing of riders, coaches, officials and race organizers
- Coordinating and developing an annual race calendar
- Training race officials
- Certifying and training coaches and clinic instructors
- Supporting cycling clubs
- Sanctioning and insuring cycling races and events
- Developing high performance athletes
- Delivering youth cycling programs to schools and communities

### **Overview of the position and opportunity**

Cycling BC is currently searching for its new Executive Director. As the Executive Director, you will lead the development, delivery and execution of the organization's mission and strategic plan. You will be accountable for sound financial management, including grant applications and fundraising and you will oversee community and stakeholder relations, governance, and human resources management.

Reporting to the Board of Directors and leading a small team of 5 employees and an independent financial contractor, the role requires a strong leader with excellent communication skills, organizational and business acumen, and a proven ability to build and maintain meaningful partnerships with a variety of stakeholders.

The ideal candidate will have a degree in Business Management or Non-Profit Management and 10+ years of leadership experience ideally in the sport sector. Consideration will also be given to candidates without this level of experience who can demonstrate a strong understanding of the sport governance structure, exhibit impeccable financial management and strategic planning skills, and have significant experience dealing with stakeholder engagement.

The successful candidate will contribute to the organization's success by building a culture of trust and innovation internally and externally and effectively managing the responsibilities outlined in the job description.

**Key Responsibilities:****Financial and Risk Management:**

- Ensure Cycling BC operates in a financially sound manner and in line with its strategic objectives
- Prepare annual budget, control expenditures, and oversee financial reporting
- Lead fundraising and sponsorship initiatives to support the organization's strategic plan, including grant applications
- Oversee insurance and risk management activities to safeguard the organization's interests

**External and Community Relations:**

- Maintain positive relationships with Cycling BC's main partners, including but not limited to governments, ViaSport, Cycling Canada, other provincial cycling associations, event organizers, etc.
- Build strong partnerships with cycling clubs across British Columbia
- Represent Cycling BC with strategic partners, stakeholders, and sponsors
- Attend, when applicable, races and events

**Leadership and People Management:**

- Provide strategic direction and empower staff to foster a positive and innovative organizational culture
- Mentor and develop staff through ongoing performance development while ensuring the effective delivery of day-to-day operations
- Effectively delegate tasks and ensure accountability

**Policy, Governance, and Reporting:**

- Work collaboratively with the Board in developing strategic plans and annual work plans and establishing quarterly objectives
- Ensure compliance with Cycling BC bylaws, policies and procedures and government requirements, and advise the board on the necessity of new and/or revised policies, procedures, and guidelines when appropriate
- Prepare all materials and reporting for Board meetings, the Annual General Meeting, and Special General Meetings, in addition to supporting the Board in administering its policies and bylaws for the election of Board Directors and Committee Chairs

**Ideal Requirements**

- More than 10 years of proven leadership experience
- Wide range of experience in fundraising, stakeholder engagement, and strategic planning
- Knowledge of sport governance policies and practices
- Solid financial and business acumen
- Experience working with or within a not-for-profit

## **Key Skills and Competencies**

- Excellent verbal and written communication skills and a confident public speaker
- Ability to develop strategic plans and translate them into sound operational plans
- Ability to efficiently schedule time and activities for multiple, concurrent projects
- Ability to develop and operate within a budget, interpret financial statements, cash flows, etc.
- Ability to communicate with a wide range of stakeholders and build trust and engagement
- Confidence to make tough decisions and deal with ambiguity
- Self-starter, proactive and strong leader who can motivate a team and has creative problem-solving abilities
- Excellent conflict resolution capabilities
- Leadership skills that empower and motivate others, foster growth and achieve collaborative success

## **Compensation:**

The salary range for this position is \$100,000 to \$125,000, with actual total compensation based on experience and performance evaluated by the HR Committee.

## **Application Process:**

Interested candidates are invited to submit their expression of interest and resume by October 21, 2025, to [board@cyclingbc.net](mailto:board@cyclingbc.net).

## **Disclaimer:**

This document is intended to provide a comprehensive overview of the Executive Director position at Cycling BC and may be subject to change.