



# MARINERS VOLLEYBALL CLUB

## Job Description: Executive Director – Mariners Volleyball Club (MVC)

### Mariners Volleyball Club

Mariners Volleyball Club (MVC) is a premier youth sports organization based in Nanaimo, BC, serving over 1,000 participants. We are dedicated to providing a positive, competitive, and development-focused environment for athletes, coaches, and families across Vancouver Island.

### Mission Statement

Mariners Volleyball Club provides athletes the opportunity to participate in community-based volleyball with the intent to foster personal growth, development and a passion for the sport of volleyball.

### Position Overview

The **Executive Director (ED)** is the senior staff leader responsible for the overall leadership, administration, and strategic operations of the club. Reporting to the Board of Directors, the ED manages a staff of 2-3 and ensures that MVC operates as a professional, sustainable, and inclusive organization. This role balances long-term strategic vision with the high-level oversight of day-to-day operations.

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## Key Responsibilities

### 1. Strategic Leadership & Board Governance

- Collaborate with the Board of Directors to develop and execute the Club's strategic plan.
- Serve as the primary liaison between staff and the Board, providing regular reporting on KPIs, financial health, and program milestones.
- Support Board and committee meetings with agendas, documentation, and expert guidance on club policies.

## **2. Financial Management & Revenue Diversification**

- Develop and manage the annual operating budget (\$700k+ scale).
- Monitor all revenues, expenses, payroll, and program sustainability to ensure long-term financial health.
- Lead the pursuit of diversified revenue streams, including corporate sponsorships, community fundraising, and government grants (e.g., Gaming Grants, viaSport, and Canada Summer Jobs).
- Ensure annual audits and financial reporting requirements are met.

## **3. Club Administration & Risk Management**

- Oversee all registration systems, scheduling, and facility contracts (School Districts, VIU, and private facilities).
- Safety & Compliance: Ensure strict adherence to Safe Sport environments, including Criminal Record Checks (CRCs), Rule of Two, and governing body policies (Volleyball BC/Canada).
- Lead risk management strategies, including insurance oversight and emergency protocols.

## **4. Leadership & People Operations**

- Supervise, mentor, and evaluate permanent staff and contract coaches.
- Foster a high-performance culture aligned with MVC's values of integrity, development, and excellence.
- Lead the recruitment and retention strategy for qualified coaches, ensuring high standards of technical and mentorship skills.

## **5. Programming & High Performance**

- Oversee the delivery of developmental and competitive club programs.
- Provide strategic support for teams competing at Provincial and National Championships.
- Ensure athlete development pathways are aligned with Long-Term Athlete Development (LTAD) models.

## **6. Partnership & Community Engagement**

- Act as the primary face of MVC to current partners, facility providers, and local government.
- Identify and cultivate new strategic partnerships that align with the club's philosophy.
- Manage club-wide communications, including brand consistency across digital platforms and membership outreach.

## **7. Technical Advisory**

- Work with the Technical Committee members to support the club coaches and teams.
- Provide guidance and mentorship to our young coaches.
- Work with the Technical Committee to incorporate Sport Sciences into our programs and teams.

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## Qualifications & Skills

### Required:

- Experience: 3–5 years of progressive leadership experience in sport management, non-profit administration, or a related business field.
- Education: Degree in Sport Management, Business Administration, or equivalent work experience.
- Communication: Exceptional written and verbal communication skills; ability to represent the club to diverse stakeholders.
- Financial Literacy: Proven experience managing multi-six-figure budgets and grant writing.
- Must pass a vulnerable sector Criminal Record Check.
- Valid BC Driver's License.

### Preferred:

- Deep understanding of the Canadian sport landscape (Volleyball BC, Volleyball Canada, viaSport, Sport Canada).
- Experience managing a membership base of 1,000+ participants.
- Proficiency in sport-specific registration and scheduling software.

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## Role Expectations

- This is a full-time, salaried position.
- Requires flexibility, including occasional evenings and weekends during peak club season (January–May) and for Board meetings.
- Primarily based in Nanaimo, BC, with occasional travel for tournaments and meetings.

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## How to Apply

Please submit your resume, cover letter, references, and salary expectations to Shawn Owen at [president@marinersvolleyballclub.ca](mailto:president@marinersvolleyballclub.ca) by June 26, 2026. The Club is looking to hire the successful candidate for a start date of August 1, 2026. Only shortlisted candidates will be contacted for the interview process.

The starting salary for this position will be based on the successful candidate's experience and education. The base salary will start at a minimum of \$75,000 per year plus benefits.