



## **Executive Director (Part Time)**

Edmonton Ultimate Players Association (EUPA) is a not-for-profit organization offering programming in the sport of Ultimate for our membership in Edmonton, Alberta and surrounding communities. Our Association is run by an elected board of volunteer Directors and a small staff.

### **Job Description**

As the Executive Director, you will work with the EUPA Board of Directors, staff and committees. You will be responsible for the short and long term execution planning of the organization's strategic vision and growth, and provide leadership to EUPA staff. Your tasks will include, but not be limited to:

- Implement, advise on, and monitor long and short term initiatives as directed by the Board of Directors.
- Management of EUPA staff, including facilitating activities, monitoring progress, and enabling success.
- Seek out and organize community outreach initiatives, events, partnerships and sponsorships to promote the sport of Ultimate and EUPA in the city of Edmonton.
- Explore and manage applications for grants and funding opportunities.
- Manage insurance, accounts payable/receivable, payroll, annual statements and staff reviews.
- This role is expected to develop and execute additional strategic initiatives that lead to the advancement of EUPA's mission and vision.

### **The Ideal candidate demonstrates**

- Strong verbal and written communication in English.
- Collaborative attitude, ability to lead and drive a team in addition to providing positive independent contributions.
- Ability to influence and inspire large groups or communities towards common goals
- Results-oriented self-starter with an ability to multi-task and assess priorities.
- Enthusiastic personality with a passion for interpersonal communication and engagement.
- A flexible work style, with the ability to alter hours or focus to use time efficiently and effectively.

### **Qualifications**

- Bachelor's degree in Sport Management, Sport Administration or related field or minimum three years of proven leadership experience in sport management and administration
- Previous non-profit management or administration experience is an asset.
- Experience in preparing budgets and organizational financial management

- Knowledge of Ultimate and a passion for the growth of the sport is a strong asset.
- Demonstrated success in project management, working independently and strong organizational skills
- Proficiency with office software (including Google office applications), web technologies and social media.
- Experience working with local, provincial, or national sport or non-profit organizations and volunteer committees

### **Additional Requirements**

- Some evening and weekend work will be required.
- Access to personal computer with reliable internet connection.
- Access to a reliable means of transportation.
- All applicants must have their Class 5 license and be legally allowed to work in Alberta, Canada.

This is a part-time salaried position, with flexible work hours. All work except that which takes place at EUPA programming (i.e. onsite at League or Tournaments) and EUPA board/committee meetings is done remotely.

The competition will close at 11:59pm MST on **November 30, 2023** but shortlisting will begin immediately. Only those selected for an interview will be contacted. Thank you to all applicants in advance.

Please apply by e-mail to [employment@eupa.ca](mailto:employment@eupa.ca) Attn: EUPA Staff Committee Applications without an attached cover letter will not be considered.