



Job Posting: Executive Director

May 6th, 2026

POSITION TITLE: Executive Director

EMPLOYMENT TYPE: Part-time (20 hours per week) remote work

REPORTS TO: Executive Committee and Board of Directors of Nova Scotia Snowboard

LOCATION: Nova Scotia

Overview

Nova Scotia Snowboard (NSSBD) is seeking candidates for the part-time position of Executive Director. The Executive Director (ED) is a senior leadership role responsible for the overall strategic, operational, and financial management of the organization. Working in partnership with the Board of Directors, the ED will advance the mission, vision, and long-term sustainability of NSSBD while serving as a strategic leader and passionate advocate for snowboarding in Nova Scotia.

The ED provides leadership to staff, supports clubs and athletes, and ensures programs, events, and partnerships are delivered effectively, safely, and in alignment with organizational values. Reporting to the Board of Directors, the ED is responsible for executing the organization's strategic priorities and overseeing day-to-day operations, while also building and maintaining strong relationships with key stakeholders, including member clubs, Canada Snowboard, Sport Nova Scotia, the Government of Nova Scotia, local ski hill operators, and other partners who contribute to the growth and success of snowboarding in the province.

Key Responsibilities of the Executive Director

The Executive Director job description outlines the duties and responsibilities of the role and may be amended by the Nova Scotia Snowboard Board of Directors in alignment with the organization's strategic direction.

1. Strategic Leadership

- Implement the strategic direction set by the Board of Directors
- Support the development and execution of multi-year strategic plans
- Identify opportunities for growth in participation, performance, and programming
- Provide regular updates and recommendations to the Board
- Plan for and attend the Annual General Meeting, Board meetings, and Executive meetings

2. Operations & Program Delivery

- Oversee day-to-day operations of the organization

- Ensure policies, procedures, and safety standards are followed
- Respond to general inquiries (email, phone) in a timely manner
- Ensure accurate and timely reporting of membership data to Sport Nova Scotia
- Work with Events and Program Committees to ensure annual competition schedules are completed.

3. Financial Management, Funding & Fundraising

- Develop and manage annual budgets in collaboration with the Board
- Oversee financial reporting, accountability, and compliance
- Ensure responsible stewardship of organizational resources
- Work closely with the Treasurer to ensure timely and accurate financial processes
- Lead and support grant applications, including Sport Development funding (SDT)
- Identify and pursue funding opportunities, including grants and sponsorships
- Work in collaboration with the Fundraising Committee to support and advance fundraising initiatives that benefit the organization as a whole
- Provide input and support in the development of funding proposals and applications

4. Staff & Volunteer Leadership

- Support the Excellence Coach to recruit, supervise, and support staff and contractors
- Foster a positive, inclusive, and high-performance culture
- Support volunteer engagement and recognition
- Provide leadership development and performance feedback

5. Stakeholder Relations & Communication

- Serve as the primary representative of the organization
- Build and maintain strong relationships with key partners and stakeholders.
- Promote the sport and organization within the community and province
- Support athlete, coach, and club development pathways
- Maintain and oversee organizational communications, including the PSO website, in collaboration with the Communications Committee.

6. Governance & Sector Leadership

- Work closely with the Board of Directors to support effective governance
- Prepare reports, presentations, and materials for Board meetings
- Support policy development and organizational compliance
- Communicate relevant information from Canada Snowboard to the Board and membership
- Stay current with sport system trends and frameworks (e.g., Canadian Sport Policy, LTAD, CS4L, NSO and PSO best practices).
- Represent the organization at provincial and national sport meetings and conferences

Given the part-time nature of this role, responsibilities will be prioritized in collaboration with the Board, with focus on strategic leadership, financial stability, key operations, and stakeholder engagement.

Success in this Role

The Executive Director's Success will be evaluated based on the achievement of the following key outcomes with the first 18-24 months of employment:

1. Financial Stability & Accountability

- Maintain a balanced annual budget aligned with Board approved priorities.
- Provide clear, accurate and timely monthly financial reports to the Board.
- Strengthen financial tracking and forecasting processes to support informed decision making.

2. Revenue Growth & Sustainability

- Increasing overall organizational revenue by a minimum of \$50,000 annually through a combination of:
 - Grant funding (provincial, national and sport system sources).
 - Sponsorship and partnership development.
 - Fundraising initiatives
 - Non-traditional revenue streams (e.g. programs, events, camps or new initiatives)

3. Membership Growth & Engagement

- Increase total membership by 10% annually, including both competitive and recreational categories.
- Strengthen athlete, coach and club engagement through improved communication, programming and value to members.

4. Organizational Capacity & Program Leadership

- Coordination of a community driven strategic plan through to 2034.
- Establish and secure funding for a dedicated Events and Programs staff position and/or a Technical Director role.
- Increase the organization's capacity to provide guidance, leadership and direction to support high-quality, sustainable club and team programming and competitions across the province, aligned with the provincial competitive pathway.

5. Operational Effectiveness & Strategic Execution

- Demonstrate consistent progress on strategic priorities as set by the Board of Directors.
- Modernize and streamline organization systems, processes and communications through the effective adoption of current digital tools and technologies.

Selection Criteria

Nova Scotia Snowboard is committed to fostering an inclusive and diverse environment. We encourage applications from all qualified individuals. The Successful candidate must be legally eligible to work in Canada and may be required to complete a criminal record, vulnerable sector check and child abuse registry check.

Candidates applying for the Executive Director role will demonstrate a combination of the following personal and professional competencies:

- Strong leadership skills, with the ability to inspire, influence, and support staff, volunteers, and stakeholders
- Excellent interpersonal and relationship-building skills; approachable, trustworthy, and effective in working with diverse stakeholders
- Highly developed communication skills, both written and verbal, with the ability to present clearly and with confidence
- Strategic thinking and planning abilities, including the capacity to set priorities and execute on organizational goals
- Strong organizational and operational management skills, with attention to detail and the ability to manage multiple priorities
- Financial management skills, including experience with budgeting, financial oversight, and resource management
- Experience working with or supporting a Board of Directors and understanding of governance structures
- Ability to identify and develop partnerships, sponsorships, and fundraising opportunities that support the organization as a whole
- Demonstrated professionalism, integrity, and accountability in all aspects of work
- Experience in sport, non-profit, or a related sector (preferred)
- Knowledge of or passion for snowboarding and athlete development (considered an asset)

Compensation

Compensation and benefits will reflect the experience and skills of the successful candidate and the part-time nature and scope of the role.

This role offers flexibility in work location (remote/work from home) and scheduling. A mutually agreed-upon work schedule will be established, with flexibility to adjust hours and structure as needed to support both the organization and the successful candidate.

How to Apply

Interested candidates are invited to submit a cover letter and resume in confidence to:

Kristin d'Eon
President of Nova Scotia Snowboard
president@snowboardnovascotia.ca

Please include in the subject line of your application: NSSBD Executive Director Application

The posting will close on Sunday, May 31st, 2026, at 11:59 pm Halifax local time.