



Executive Director

Job Description

Reporting to the President, the Executive Director (ED) is accountable for managing the day-to-day operations of Bowls BC. Overall responsibilities encompass planning, developing, organizing and efficiently managing Bowls BC business operations ensuring adherence to the strategic plan and related policies and procedures.

A. Compensation:

This is a part-time position (approximately three days per week) with an annual salary of \$32,000. Bowls BC will provide the Executive Director with a laptop computer to perform the duties. The successful candidate will be expected to sign an employment contract. All out-of-pocket expenses incurred performing the work will be compensated upon application.

B. Location:

Flexible within BC, the successful candidate will be expected to work remotely, but will also need to attend local Bowls BC events and meetings as needed.

C. Organizational Governance:

- (1) Provides input to Bowls BC Board of Directors on processes such as establishing and interpreting terms of reference, constitutional bylaws, risk management, decision making and accountability.
- (2) Ensures compliance to Bowls BC bylaws, policies and procedures, operational risk management, government requirements, and advises the board on the necessity of new and/or revised policies, procedures and guidelines.
- (3) Assists the Board in administering its policies and bylaws for the election of Directors, Executive Officers and Committee Chairs.
- (4) Supports Directors with carrying out their work, the work of Board Committees, and associated tasks.

D. Communications:

- (1) Initiates responses to enquiries from viaSport, Sport BC, Bowls Canada Boulingrin (BCB), Bowls BC provincial districts, their clubs, bowlers and others.
- (2) Prepares communications on matters of interest to club executives, club members and the public including emails, newsletters, social media posts, etc.
- (3) Works with website administrator to maintain Bowls BC website content in collaboration with Board members.

E. Administration:

- (1) Works with and supports the Treasurer to manage Bowls BC financial matters, such as developing budgets, expense reports, bill payments and financial reporting.
- (2) Provides overall day-to-day management of Bowls BC databases (SUMAC). This includes functions such as:
 - Main point of contact regarding the databases,
 - Communication to members regarding databases including requirements of members, e.g. providing tournament listing, updating members,
 - User support for the databases, e.g. training and 'help desk'.
- (3) Maintains networking contacts with other sport organizations.
- (4) Manages and supervises Bowls BC employees and contractors, such as summer students.

F. Grants and Marketing:

- (1) Responsible for the development and communication of marketing programs.
- (2) Prepares any British Columbian Amateur Sport Fund application and provide progress reports as required by the Ministry.
- (3) Assist clubs with the application process for grants such as the New Horizons for Seniors program.

G. Personal Characteristics:

- (1) Is conscientious and focused in their work.
- (2) Can work independently, take initiative, and is self-motivated.
- (3) Is highly adaptable and enjoys working in a less structured environment.
- (4) Is well organized, with high attention to detail, and able to identify and prioritize action items.
- (5) Is able to take on both leadership roles and administrative roles.
- (6) Has excellent interpersonal skills and can work with many different stakeholders.

H. Skills and Qualifications:

- (1) Financial management skills, including budget preparation, analysis and reporting.
- (2) Good communications skills, including verbal, written and presentation.
- (3) Experience as a lawn bowler is an asset.
- (4) Experience as a senior leader with a sports organization (ideal).
- (5) Experience with strategic and operational planning.
- (6) Experience with event planning and scheduling.
- (7) Fundraising experience.
- (8) Proficient with Microsoft Office 365 and Google Workspace.
- (9) Knowledge with social media (ideal).

Conflict of interest: individuals who are currently members of the Board of Directors of the BBC or Bowls Canada are not eligible for the role or must step down from those roles if they are the successful candidate.

Interested candidates are to send their resume and cover letter to secretary@bowlsbc.com by December 31, 2025