



Canadian  
Association for  
Disabled  
Skiing

Association  
Canadienne Pour les  
Skieurs  
Handicapés

## **Position: Director**

The Canadian Association for Disabled Skiing (CADS) is a registered Canadian Charity, facilitating opportunities for adaptive alpine skiing and snowboarding for persons with a disability. We are seeking a **Director** to be a leader of the organization, implementing Board-driven Strategic Plans, offering consistency with our goals and successful mission delivery of the organisation.

If you have a passion for a leadership role and for working in a not-for-profit organization that strives to better the lives of skiers and snowboarders with disabilities, this position may be the right fit for you! The Director reports to the President. The work location is negotiable and working from a home office is a possibility.

## **Responsibilities ~**

- Managing and stewarding the organization's financial operations and producing annual budget.
- Initiating, developing and maintaining quality relationships with each CADS Division, PSOs and member clubs, as well as related agencies.
- Representing the organization through participating in external activities with stakeholders and partners, promoting our goals, programs and services.
- Developing and delivering to key stakeholders annual Business and Strategic Plans.
- Assisting, developing and maintaining the Policy & Procedure Manual.
- Providing input and direction for program improvement and ensuring consistency in the delivery of the strategic plan.
- Providing guidance to the Board on process issues such as establishing and interpreting terms of reference, bylaws, decision-making and accountabilities.
- Overseeing daily office administration, including active staff management and support, membership and registration database as well as the Association's Insurance Program.
- Monitoring programs and services to ensure consistency with criteria established by funding partners and the mission and goals.

## **Abilities~**

- Proven ability working with volunteer board and committees.
- Excellent communication skills with high level of writing and presentations.

## **Languages~**

- Communicate effectively orally and in writing both in English and French .



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### Qualifications ~

- University graduate from an accredited University coupled with at least five (5) year's working experience.

CADS is committed to developing inclusive, barrier-free selection processes. If contacted in relation to this position for an interview, you should advise CADS in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Please submit your resume and covering letter by (July 15, 2015), via e-mail to [cadsedposting@disabledskiing.ca](mailto:cadsedposting@disabledskiing.ca) ,

While we thank you for your interest, only those individuals selected for an interview will be contacted.