



CHIEF OPERATING OFFICER JOB DESCRIPTION

TITLE:	Chief Operating Officer
TYPE OF POSITION:	Full-time employee
LOCATION:	Richmond Hill, Ontario
REPORTS TO:	Chief Executive Officer
POSTING DATE:	August 19, 2019
APPLICATION DEADLINE:	August 30, 2019

ABOUT U SPORTS

U SPORTS is the national brand for university sports in Canada. Every year, over 20,000 student-athletes and 900 coaches from 56 universities vie for 21 national championships in 12 different sports. U SPORTS also provides higher performance international opportunities for Canadian student-athletes at FISU Winter and Summer Universiades, as well as numerous FISU World University Championships.

For further information, visit www.USPORTS.ca

Follow U SPORTS on Twitter (@USPORTSca), Facebook (@USPORTScanada) and Instagram (@USPORTSca)

OBJECTIVE

As the Chief Operating Officer your objective is to work as the 'right-hand' to the Chief Executive Officer. You are primarily responsible for ensuring that all functions across the organization are focused on achieving the long-term vision, strategy and growth of U SPORTS.





ROLE

You will work with the CEO to inspire the U SPORTS team while fostering a high performance environment that embraces innovation. As a leader, you will work closely with all functions of the business and will attract, recruit, develop and retain the people that will achieve our strategic objectives and add value to all stakeholders and partners to which we are accountable.

Ideally you are bilingual (English/French) and comfortable operating in a small entrepreneurial and/or not-for-profit organization where you will have significant influence on the future success of the business. You are a top performer in your current role with a proven track record of effectively managing operations that support all lines of business. You are recognized for creating the infrastructure that allows a business to achieve its objectives. Your energy and enthusiasm are infectious. People enjoy being around you because you are friendly, confident and approachable. You possess a unique blend of business savvy, with creativity, diplomacy, superior relationship building skills and a genuine passion for sport.

The Chief Operating Officer will function as a member of the leadership team and will share in the responsibility for the overall achievement of the U SPORTS mission, vision and objectives. You will operate with integrity and in accordance with the strategic plan and policies of U SPORTS.

CORE RESPONSIBILITIES AND PRIORITIES

Your primary responsibilities will fall within the following areas:

Leadership and Governance:

- Work as a strategic partner to the CEO and manage all of the day-to-day operations of U SPORTS. Ensure that all functions of the organization are meeting business objectives and targets;
- Develop, manage and maintain productive working relationships with the Board of Directors, membership, partners, stakeholders and government agencies;
- Assist with maintaining, fostering and developing all partnerships (internal and external) of the organization;
- Conduct business with high communication and transparency;





Operations, Finance, and Information Technology

- Provide strategic leadership to ensure effective delivery of services and efficient administration in support of the organizations objectives;
- Assess and lead the continuous improvement of all internal processes, systems, tools and technology to meet the demands of a growing organization;
- Work with the head of finance to develop budgets that support the business plan;
- Ensure that the organization is operating with a sound financial plan and with processes, disciplines, and timely reporting that will support the stability, sustainability and future growth of the organization;
- Lead the HR function including recruitment, contracts, retention and evaluations. Develop role descriptions that clearly define the duties and accountability for each position. Ensure the organization is appropriately staffed and resources are in place to fulfill organizational initiatives;
- Implement and reinforce best practices and ensure that they are being effectively utilized.
- Have oversight of the relationships with all external suppliers including legal, auditing, financial planning and accounting.
- Develop and manage all contracts and agreements;
- Advise on procedural matters relating to governance and compliance with legal/reporting requirements;
- Ensure U SPORTS adheres to all obligations as a not-for-profit corporation and to industry standards;
- Manage various projects. Take responsibility for all aspects of project development, management and delivery;

Strategic Planning:

- Support the development, execution and monitoring of the strategic plan;
- Ensure there are effective reporting tools and accountability measures;
- Prepare monthly and annual reports for the CEO and Board of Directors;

Revenue Generation:

- Support the CEO and Chief Commercial Officer, if applicable, with all sponsorship, championships, events, programs and marketing initiatives.
- Lead the funding / grant identification and application process.





DESIRED QUALIFICATIONS AND SKILLS

- An undergraduate degree in business administration or similar is required.
- Five (5) to eight (8) years of senior management/operations experience in the sport/business sector or an equivalent combination of education, training and experience;
- Bilingual (English/French) is preferable.
- A true passion for university sport and has knowledge of how U SPORTS operates. Brings a clear understanding of the national, provincial, and international sporting landscape;
- Understanding of membership based organizations and high touch client service;
- Experience working with and supporting a Board of Directors;
- A proven hands-on leader with strong operational management skills and business acumen. Has had direct involvement with the formulation of strategic plans and setting organizational goals.
- Process driven. Confident in developing efficient and effective systems to increase the productivity of an organization;
- Operates with fiscal responsibility demonstrating strong budgeting, analysis;
- Displays strong business planning and resource management skills;
- Committed to building strong teams through exceptional employee development, performance management skills, and reinforcing a positive culture and working environment. Has solid negotiation, conflict resolution and people management skills;
- Highly organized and detail oriented with a track record of excellent project management experience and the ability to function in a hands-on role;
- Strong presentation and communication skills;
- Ability to develop and maintain lasting relationships with internal and external stakeholders;
- Understanding of and experience with the challenges of a business undergoing transition and growth. Thinks in future terms, anticipates and considers external dynamics, and will be effective in supporting the achievement of an organization's strategic and operational objectives;
- Successful track record of performing effectively in a team setting and is driven by team success as opposed to personal success. Works in a collaborative, supportive fashion and brings people together in a way that promotes the organization's best interests;





- Shares in the overall leadership and can focus beyond their own responsibilities. Non-territorial and is comfortable with the evolving nature of roles and responsibilities of a leadership team;
- Independent and technology savvy professional that is an information seeker and continuous learner;
- Confident, with strength of character and a commitment to a strong work ethic which instils trust both internally and externally;
- Has an outgoing personality; is diplomatic, approachable, friendly, open and patient;
- An achiever; goal-oriented, sets high standards and focuses on results. Has the energy and commitment to invest what it takes to deliver, day in and day out.

START DATE (ideal): September 15, 2019, or sooner

COMPENSATION: To be determined

HOW TO APPLY: Please send all cover letters and resumes to jfalbo@usports.ca by 5 p.m. Eastern on Friday, August 30, 2019, citing the position title in the subject line. No telephone calls please. We thank all applicants for their interest; however only those selected for an interview will be contacted.

REFERENCES MAY BE REQUIRED UPON REQUEST

