



POSITION AVAILABLE: Executive Director

[Alphabet Sports Collective](#) is a Canada-based, queer-led non-profit organization focused on creating a safe and inclusive environment in hockey for folks of all sexual identities and gender expressions through education, community building, and mobilization. We are creating a thriving Queer community in hockey, one shift at a time.

Position Summary

Alphabet Sports Collective is seeking a results-driven and visionary Executive Director with strong project management expertise to lead our organization in advancing our strategic goals, community engagement, and program initiatives. The ideal candidate will be a passionate advocate for the queer community and will possess the leadership, project management, operational and fund development expertise necessary to drive our mission forward. A working knowledge of hockey and the hockey ecosystem in North America is a significant asset. This leadership role will require the ability to plan and execute projects, work with a diverse team.

Alphabet Sports Collective is a new non-profit, and the Executive Director role is our first permanent hire. The position is a full-time 26-month contract with an equivalent salary of \$80,000-\$90,000 CAD annually. The role is funded through a government grant Alphabet Sports Collective has received, from April 1, 2024 until March 31, 2026. There is an option for renewal of the position following the successful completion of the grant. This role will work closely with the Alphabet Sports Collective's [Volunteer Working Board of Directors](#) and expert consultants, to accomplish our shared goals and reports directly to the board chair. We strive to live our [core values](#) in everything we do.

CORE RESPONSIBILITIES

Strategic Project Management:

- With the board and external consultant, develop and implement a strategic project management framework to achieve the organization's goals and objectives within the funding framework provided.
- Lead the organization in setting clear goals, objectives, and priorities to maximize its social impact.
- Utilize project management tools to streamline communication, planning, and processes and enhance collaboration.

Community Engagement Initiatives:

- Lead the planning and execution of community engagement projects, focusing on inclusivity and gender based plus (GBA+) principles..
- Collaborate with the board and subject matter experts to develop and implement initiatives that enhance community involvement.
- Liaise with external stakeholders who wish to learn or engage with Alphabet Sports Collective.

Program Development and Implementation:

- Oversee the end-to-end process of developing and delivering programming that is delivered on time and within budget.
- Develop programming that is inclusive and representative of the queer community in Canada.
- Complete funding and impact reports internally and for funders with high quality and accuracy.

Advocacy and Outreach Projects:

- Drive advocacy and outreach projects that promote the rights and well-being of the 2SLGBTQIA+ community and other marginalized groups within hockey.
- Build and nurture partnerships with other nonprofits, government agencies, sport organizations, and influencers in the hockey ecosystem to expand reach and impact.

Financial Project Management:

- Develop and manage project budgets, ensuring fiscal responsibility and optimal resource allocation.
- Identify and pursue funding opportunities through grants, sponsorships, and strategic partnerships.
- Ensure responsible stewardship of resources.

Team Leadership and Development:

- Work with a diverse volunteer board and volunteers, providing clear project objectives and fostering a collaborative and goal-oriented work environment.

Other job duties as required.

Requirements:

- Bachelor's degree or equivalent experiences in project management, business, or a related field.
- Proven experience in organizational leadership, with a focus on project management in the non-profit or charitable sector.
- Strong understanding of 2SLGBTQIA+ issues and a commitment to promoting diversity and inclusion and reconciliation.
- Strong understanding of sport development practices and their potential for social impact.
- Excellent project management skills, including proficiency with project management tools and methodologies.
- Effective communication (including public speaking) and interpersonal skills.
- Experience in financial management, budget development, and oversight.
- The candidate ideally resides in Toronto, Canada and must be legally able to work in Canada.

Strong assets:

- Experience applying an intersectional gender equity lens, including specific understanding of anti-oppression and accessibility principles and their applications.
- Previous work or volunteer experience in the sport sector.
- Experience working with digital tools such as Google, Microsoft, Airtable, Asana, and donor management systems.
- Bilingualism (French-English)

DETAILS

- This is a 26-month contract, full-time, and remote position with the option of flexible working hours (core hours are 9am to 5pm time zone dependent).
- We will consider applicants located anywhere in Canada.
- Salary range is \$80,000 - \$90,000 CAD plus comprehensive health benefits and 4 weeks vacation. We determine starting salary based on the candidate's experience alignment to the role.

- This position may require some travel within Canada.

SUBMITTING YOUR INTEREST

We provide equal opportunity for all applicants and do not discriminate on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offenses, marital status, family status, disability, or any other characteristic protected by local law. Self-identification by candidates in the process is completely voluntary. We welcome and encourage applications from people with disabilities. If you are a qualified candidate with a disability, please email us at info@alphabetsportscollective.com if you require reasonable accommodation to complete this application. Accommodations are available on request for candidates taking part in all aspects of the selection process.

The deadline to apply is **April 26th, 2024**. Candidates should submit their cover letter and resume to info@alphabetsportscollective.com at the attention of the Alphabet Sports Collective Hiring committee.

Thank you in advance for your interest and commitment to creating a thriving Queer community in hockey, one shift at a time.