

INSPIRE GIRLS AND WOMEN TO ACHIEVE THEIR DREAMS

ROLE: EXECUTIVE DIRECTOR, **InMotion Network Promoting Physical Activity for Girls and Women**

TERM: Full Time, Permanent

LOCATION: Edmonton, Alberta

COMPENSATION: \$70,000 to be evaluated by the board on an annual basis. Total compensation includes Health Insurance, three weeks' vacation, flexible work location, and flexible work schedule that requires some evening and weekend responsibilities.

ABOUT INMOTION

We're **InMotion Network**. Our mission is to inspire and empower girls, women, and gender diverse people of all abilities to participate in sport and physical activity in Alberta. Since 1991, **InMotion** has served to address the chronic underrepresentation of girls and women, of all ages, on the fields, courts, pools, locker rooms, as well as the boardrooms of Alberta. Physical activity has demonstrable physical, psychological, and social benefits and so **InMotion** works hard to ensure that girls, women, and gender diverse people can begin or continue a life-long relationship with sport and physical activity.

How? **InMotion** runs various fundraising activities each year, and provides contributions to groups, agencies, and organizations who create and facilitate short (one day) and long-term (6-8 weeks) sport and physical activity programmes.

InMotion has a hard-earned positive reputation in the community as a rapid-response organization that provides trauma-informed programming for children and women in need. Each year **InMotion** connects thousands of participants to physical activity, we have a sterling track record, and we are looking for a new Executive Director to build and sustain our existing success and continue to build relationships with new communities and further our impact in Alberta.

InMotion is looking for you, if:

You are a champion of girls and women, and you are driven to remove systemic barriers to their success. You understand that involvement in physical activity is one part of the network of opportunities that allow girls, women, and gender diverse people to be as valued in their communities as they are in the boardroom.

You excel at successful grant writing and, to you, financial reporting, risk management, and balancing an organization's budget comes naturally.

You have demonstrated experience with developing, implementing, and assessing strategic and operational plans.

You are familiar with the workings of community leagues, friendship centres, GSAs, public schools, non-profit organizations, corporate sponsors, government granting agencies, and/or

private enterprise, preferably many.

You know how to organize and prioritize your time, as well as those that you supervise. You can identify priorities and be flexible and adaptable to get things finished even when the unexpected happens.

You have experience managing and developing subordinates and you would be happy to have them as a reference.

You excel at relationship building, event planning, and partner and stakeholder development. You can turn any encounter into a program MOU and you can tell a backstroke from a badminton racket.

You are as clear and persuasive in your written communication as you are in front of a room full of people or members of the media.

You have highly developed interpersonal skills and the ability to work effectively with a broad range of participants and stakeholders: including **InMotion** kids and families, donors, volunteers and staff, community partners and local agencies, and board members.

You are committed to actions and policies that are welcoming and inclusive of Indigenous, Black, 2SLGBTQA persons, gender-diverse persons, Ethnic and Cultural minorities, persons with disabilities, as well as those disadvantaged by wealth disparity, and rural and remote areas.

You have 3-5 years of senior management experience; prior leadership roles in the sports and social service/non-profit sector preferred. Formal education is an asset and lived experience is as well.

You have a driver's licence, are bondable, and can work a flexible schedule including some evenings and weekends.

Specific responsibilities of the ED:

Working collaboratively with the board, a small staff complement, and volunteers, leading the development and implementation of organization-wide strategic planning efforts.

Fostering a positive and inclusive culture for **InMotion** staff and families that supports the society's mission, vision, and values, including its commitment to professional development and equity.

Ensuring **InMotion** is appropriately staffed with well-trained, always engaged employees; working closely with the human resources committee to develop effective hiring, training, and compensation plans to retain our quality talent.

Leading and mentoring of staff, engaging, and empowering staff and volunteers to be successful in fulfilling the organization's priorities and furthering their own professional development goals.

Actively engaging in individual, corporate, foundation and government related fundraising initiatives to ensure the ongoing financial stability of the organization.

Managing the day-to-day operations with a focus on organizational sustainability and programming success.

Overseeing financial performance and risk profile while ensuring that all stakeholder obligations are understood and met.

Ensuring the timely submission of month-end financial and bi-annual operational reviews, and all grant and funding reporting requirements.

Representing **InMotion** at community events and serving as the primary contact for media and other external parties.

Communicating regularly (where necessary - e.g., updates with respect to funding applications, other operational processes) with the Board chair, other Board members and committees. Attends and presents regularly at all board meetings and some board committee meetings.

Summary:

As the Executive Director of **InMotion**, every day, you will work closely with our Program Coordinator, short-term staff, and numerous volunteers. This position reports to the Board Chair and is supported by the committees and expertise of the Board of Directors.

You will manage all aspects of the financial and organizational operations while sustaining and developing **InMotion's** partnerships with funding partners and programming organizations. The Executive Director is also responsible for the execution and development of short- and long-term planning, such as the next Five-Year plan, as well as staffing of in-house events and fundraisers.

As this role oversees programming throughout the province, the ED must be able to travel, and evening and weekend work is regularly required. Please note that travelling & in-person attendance by the ED at events (whether local, rural, or remote) sponsored by **InMotion** has been suspended during COVID. **InMotion** follows current scientific recommendations with regard to masking, social distancing, and other recommended safety protocols.

Inclusion Statement:

As a values-in-action organization that supports the success of girls, women, and gender diverse people, **InMotion** welcomes and encourages applicants with lived experience navigating the world as a woman, non-binary, or trans person. Additionally, applicants who are Black, Indigenous, persons of colour, or persons living with disabilities are further welcomed and encouraged to apply.

If you are ready for the challenge of your career, impacting the lives of women please apply with a cover letter and CV to Jill at: chair@inmotionnetwork.org.