



49er, 49erFX and Nacra 17 World Championships General Manager Job Posting

In September 2022, Hubbards, NS will host the 2022 49er, 49erFX and Nacra 17 World Championships (“**Sailing Worlds ’22**” or the “**Championships**”). Approximately 400 athletes from over 35 countries are expected to participate in the Championships.

The Board of Directors for this event (the “**Board**”) is responsible for ensuring a successful Championships that delivers an exceptional experience for the athletes, volunteers and community stakeholders. The Board is currently looking to hire a General Manager who will oversee all aspects of the event, including leading of community volunteers and staff.

An overview of the employment opportunity is detailed below, including the key roles, responsibilities and ideal qualifications of the General Manager.

Title:	General Manager
Position:	Full-time (until October 31, 2022)
Start Date:	May 1, 2021 (or soon thereafter)
Reporting:	General Manager will report to the Board

<p>Key Responsibilities & Accountability:</p>	<p>Event Management</p> <ul style="list-style-type: none"> • Oversee all aspects of the event including planning, scheduling, fiscal management, sponsorships and contractual negotiations; • Manage the operating budget, ensuring the required financial controls are established and adhered to; • Create and manage a workforce plan for employees and volunteers. • Manage and coordinate the completion of several infrastructure upgrades required at the various land based facilities. <p>Team Building and Partnership Management</p> <ul style="list-style-type: none"> • Build and maintain co-operative partnerships with all stakeholders who are critical to delivering an exceptional Championship experience including community volunteers, various government officials, sponsors, service providers, Sail Canada, Sail NS and the Classes. • Work with the Board to recruit key volunteers and paid staff to lead the various operating committees necessary to put on a successful Championships; • Directly supervise and mentor staff / volunteers and provide central direction and coordination of information; • Provide consistent and cohesive orientation and training for any staff and volunteers;
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	<ul style="list-style-type: none"> • Create a collaborative and safe working environment focused on mutual respect and inclusivity. <p>Communication and Accountability</p> <ul style="list-style-type: none"> • Deliver accurate, timely and comprehensive presentations to the Board, Committees, local and provincial Officials, sponsors and key stakeholders (as necessary); • Work with the Board to develop a financial reporting system that provides the level of detail necessary for the Board to support prudent financial decisions and monitor the financial status of the event; • Report to the Board with regular frequency on the status of the operating committees' activities, including tracking against agreed upon priorities and key milestones; • Develop a centralized communication system to ensure the efficient coordination of work amongst the Board, staff, volunteers, partners and key stakeholders; • Lead all post-Championship activities, including drafting and presenting the final financial performance and economic impact report.
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<p>Qualification & Experience:</p>	<ul style="list-style-type: none"> • Experience in similar roles involving planning and delivering sporting events is an asset; • Demonstrated track record of building strong teams and executing efficiently; • Strong project management, planning, coordination, administrative and organizational skills; <ul style="list-style-type: none"> • Demonstrated ability to manage a large portfolio of projects and partnerships and operate in a dynamic work environment; • Excellent written and verbal communication skills; • Demonstrated experience using MS Office Suite of products including Word, Excel and PowerPoint • Knowledge and experience working in not-for-profit, events, or sports, environment is an asset.
<p>Personal Qualities:</p>	<p>Teamwork</p> <ul style="list-style-type: none"> • Embraces diversity and displays respect and loyalty to colleagues, the organization and partners; • Engages effectively, and is helpful and supportive towards others; • Highly collaborative, taking the time to engage with team members; • Reliable and committed to success of the team; • Embraces change and is adaptable; • An ability to mentor team members, developing their capabilities through support, guidance and exposure to opportunities. <p>Communication</p> <ul style="list-style-type: none"> • Natural communicator at all levels, approachable and knowledgeable
	<ul style="list-style-type: none"> • Open and transparent but also maintains trust and confidentiality; • Prepared to challenge information and bureaucracy; • Embraces and absorbs new information. <p>Motivation & Passion</p> <ul style="list-style-type: none"> • Strong passion for sport and the enduring legacy that is created by hosting the World Championships; • Self-motivated and proud to be part of the experience; • Demonstrates enjoyment in their work; • Professional, polite and approachable manner; • Positive attitude and optimistic; • Willingness and ability to work variable work hours, including weekends and evenings.
<p>Compensation:</p>	<ul style="list-style-type: none"> • Commensurate with the individual’s skills and experience

Application Process:	<ul style="list-style-type: none">• Apply in confidence by sending a cover letter and resume to Frank Denis Executive Director Sail Nova Scotia office@sailnovascotia.ca no later than April 26, 2021
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We thank all applicants in advance for their interest in this position.