



# JOB POSTING

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## EXECUTIVE DIRECTOR, GAMES

**Be a part of building and servicing a national brand.** The Canadian Olympic Committee (COC) is a national, private, not-for-profit organization committed to high-performance sports excellence. We are the largest private supporter of high performance sport in Canada and we are responsible for all aspects of Canada's involvement in the Olympic Movement, including participation in the Olympic and Pan American Games.

The Canadian Olympic Committee (COC) is seeking an accomplished Executive Director, Games with a true passion for the Olympic Movement. Based in Montreal and reporting to the Chief Sport Officer, the incumbent will build on the success of COC Games Preparation and Games Missions and will elevate the COC Games operations by driving efficiencies, strengthening partnerships, and through integrated planning. To lead the function to these new heights, the candidate will apply his/her knowledge and experience in navigating the amateur sport waters particularly in the areas of innovation, brand integration, sponsor servicing, analysis and best practices.

### Core Responsibilities and Priorities

- Develop a system to systematically identify, monitor and address Olympic Team/NSFs (National Sport Federations) issues with the appropriate entity including domestic and international
  - National: NSFs, OTP (Own The Podium), SC (Sport Centres), CPC (Canadian Paralympic Committee), CCES (Canadian Centre for Ethics in Sport), etc.
  - International: IOC, IFs (International Sport Federations), ANOC (Association of National Olympic Committees), PASO (Pan American Sports Organization), OCOG (Organizing Committees for the Olympic Games), etc.
- Lead the integration of all Games and Team Services working in collaboration with Director, Games and Director, Team Services
- Work with the Executive Director, Sport and other COC Executive Directors to optimize collaboration and integration both within the Sport Department and across all COC Departments
- Take a lead role in working with partner organizations such as OTP, to ensure a cohesive approach to optimal Games readiness for the benefit of athletes, coaches and NSFs



- Respond to the needs of the NSFs, athletes, coaches and all other team members in providing optimal Games preparation and Games Missions execution
- Lead the COC's Games preparation initiatives which result in best performances at Games and a conversion rate that is amongst the best in the world
- Audit Organizing Committee Bid Promises and compare to what is delivered
- Lead the development of the "Road to" plan across the entire organization and ensure that we are on track with future Games planning
- Work with the Executive Director, Sport, TO2015 and NSFs to develop and implement home Games opportunities for Sport
- Lead the communication of pertinent information between the COC and its Games stakeholders ensuring that it is done in a timely manner (eg. Post-test events or COC site visits, post-Olympic Qualification)
- Communicate internally the status of Games and Team Preparations
- Create and implement formal training and orientation program for Chefs de Mission.
- Ensure that there is an effective and efficient management of the Games team both pre-Games and at-Games - both projects and people
- Assess ROI for all COC programs/services impacting at-Games performance.

### **Qualifications and Critical Skills**

- Minimum 10 years of senior management experience in international multi-sport Games environment;
- A post-secondary education in a sport-related field;
- A proven record of leading a multi-disciplinary team;
- Strong written, verbal and interpersonal skills and the ability to communicate effectively in English and French;
- Analytical, organizational and management abilities combined with outstanding team building and leadership skills;
- Self-motivated with a superior work ethic;
- A high energy level and a commitment to and passion for Sport, Games, the COC and its Vision;

### **Compensation:**

Competitive salary based on experience, excellent benefits package.

### **Contact:**

Please send all cover letters and resumes by May 14, 2013 to [applications@olympic.ca](mailto:applications@olympic.ca), 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.