



Operations & Membership Manager

Employment Location: BC Athletics Office (Christine Sinclair Centre, Burnaby, BC) / Hybrid Work option

Reports to: BC Athletics CEO

Employment Type: Permanent Full Time

Salary Range: \$65,000-\$80,000

Applications received until: Friday October 27, 2023

Anticipated start date: November 2023

[BC Athletics](#) is an equal opportunity employer and invites applications from all interested and qualified individuals. The successful candidate will be required to submit a Criminal Record and Vulnerable Sector Check prior to starting employment.

Please submit your application, including a cover letter, resume and 3 references via email to Megann VanderVliet, CEO – megann.vandervliet@bcathletics.org

Subject line: BC Athletics Operations and Membership Manager

Position Overview:

The BC Athletics Operations and Membership Manager will report to the CEO, and work closely with all BC Athletics Staff, Committees, and its members. This role will be responsible for the development and implementation of operational strategies that support the Association in the innovation and implementation of BC Athletics Programs and Services. Additionally, this role will oversee BC Athletics membership services.

The successful candidate will have:

- Experience in Sport (Athletics preferred), with an understanding of the landscape of sport in Canada at the Club, and Provincial levels.
- 5+ years of education and/or experience in administration, leadership, business, project management, communications or related discipline.
- Excellent communication, problem solving and relationship building skills.
- Proficiency with data entry and management.
- Moderate to advanced technology skills to support in the advancement of the organization.
- Strong attention to detail, while keeping the big picture in mind.
- Self motivated, detail oriented, and strong ability to multi task in a fast paced environment.
- Willingness to share new ideas and implement strategies to bring those ideas to life.
- Experience working with volunteers, and committees will be considered an asset.
- Experience as an Athletics athlete, coach and/or official will be considered an asset.

The responsibilities of the role include but are not limited to:

1) MEMBERSHIP SERVICES:

- a. Manage the Associations membership registration system and registration process for Individuals and Clubs, including;
 - i. Membership communication to all members.
 - ii. Administer Criminal Record Checks, and Safe Sport requirements for select Membership types.
 - iii. Support Club administrators with ensuring all Club members are enrolled with BC Athletics.

2) OPERATIONS:

- a. Oversee the integration of all BC Athletics operating systems, including;
 - i. Membership systems
 - ii. Event sanctioning
 - iii. Officials Management System
 - iv. Expense Claims/Accounts Payable/Accounts Receivable
 - v. Review and updating of all BC Athletics forms
 - vi. Regular review of BC Athletics Governance, including Bylaws and Policies, to ensure that operational systems are in alignment with BC Athletics governance
 - vii. Coordination of the BC Athletics Annual General Meeting
 1. Publication of the AGM agenda
 2. Collection of all AGM reports
 3. Manage AGM voting processes
 4. Oversee delegate registration
 - viii. Support the Board of Directors with regular business, including;
 1. Coordination of quarterly Board of Directors meetings
 2. Committee business
 - ix. Coordination of annual inventory count for year end reporting and audit
 - x. Produce reports, as needed for year end reporting and financial audit
 - xi. Act of the Associations Privacy Officer

3) INFORMATION & COMMUNICATIONS:

- a. Perform regular reviews of the BC Athletics website, including any website upgrades and updates.
- b. Provide leadership to the Marketing and Communications Coordinator with developing and implementing the marketing and communications strategy.
- c. Circulate information to BC Athletics membership and other stakeholders, as needed.

4) AWARDS & RECOGNITION PROGRAMS:

- a. Support with the Annual Awards Program and banquet
- b. Support staff and committees with the nomination and selection of Award recipients.
- c. Support the Junior Development program with the JD Awards and Crest Program.
- d. Procurement and coordination of awards for all BC Athletics Provincial Championships.

5) SPONSORSHIP & GRANTS:

- a. Oversee and monitor the application of all granting opportunities and follow up reporting required, according to the timelines established by the funder.
- b. Work with the CEO in establishing new funding and revenue streams.