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## Employment Opportunity

### Executive Director

Boxing Ontario is the governing body for amateur boxing in Ontario, for information on our programs and services please refer to our website at [www.boxingontario.com](http://www.boxingontario.com). Acting as the General Manager of the Corporation, the Executive Director will lead the overall management of Boxing Ontario. The key accountabilities of the position may include, but are not limited to the following:

### Responsibilities

#### 1. Finance/Administration

- Act as liaison between the Corporation and the Ministry of Health Promotion (MHP)
- Prepare annual grant application(s) to MHP and develop annual budget
- Authorize all monthly expenses and prepare all cheques for signature
- Develop and update policy manual as required
- Seek new sources of revenue and or implement cost savings measures
- Oversee all office operations (equipment leases, inventory, office supplies)
- Oversee processing of all individual and club memberships; maintain membership records and or database
- Support Executive Committee, Regional Directors and other committees where appropriate
- Act as Board's liaison for disciplinary matters
- Engage and attract potential sponsors
- Act as lead contact for all corporate events

#### 2. Programs

- Oversee administration of programs; modify existing programs
- Sanction all amateur boxing events in the province and organize officials
- Provide marketing and administrative support for all CBET Technical Boxing Courses and Officials clinics in the province.

#### 3. Staff Hiring & Supervision

- To hire, orient and supervise all staff, conduct performance reviews, and determine salary increases.

#### 4. External Relations

- Represent Boxing Ontario by working with other sport and provincial organizations.

### Qualifications:

- University Degree/College Diploma or experience in a related field (i.e. business administration, sports management)
- 5 or more years of progressive management and leadership experience
- Extensive knowledge and experience working with a Board of Directors
- Human resource management, financial planning and resource allocation
- Strong communication & problem solving skills
- Strong computer/software skills & knowledge (website, accounting, word, excel)
- Experience in governmental relations specifically knowledge of provincial programs related to sport
- Experience with fundraising and contracts negotiations

**Salary:** \$55,000 - \$58,000

**Deadline for applications is:** Wednesday, March 17, 2010

Interested applicants should submit a cover letter and resume to the attention of the President, Tom Hennessey at: (416) 426-7367 fax, email [dhannum@boxingontario.com](mailto:dhannum@boxingontario.com), mail: Boxing Ontario, 3 Concorde Gate #202, Toronto ON M3C 3N7.

**We thank all applicants for their interest, however, only those selected for an interview will be contacted.**