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# JOB ADVERTISEMENT

## Manager, Member Development

Speed Skating Canada

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*"To Challenge and Inspire Canada to Thrive through the Power of Speed Skating"*

Speed Skating Canada (SSC), the national governing body for the sport of speed skating in Canada, is looking for an enthusiastic individual for the newly created position of Manager, Member Development. **The successful candidate will play a critical role in achieving Speed Skating Canada's strategic priorities as they relate to growth of the sport through the implementation of projects and activities supporting the development of athletes, coaches, officials, provincial/territorial members, and clubs.**

### Key Responsibilities

Under the direction of the Director, Business and Member Development, the Manager, Member Development leads a team of three staff to provide support to the SSC Strategic Plan as it pertains to the following areas.

#### Sport Development

- Leads the organization's public-facing strategy for recruitment of new skaters, including Learn to Skate and athlete transfer programs in alignment with the Athlete Development Pathway
- Collaborates with the Manager, Sport Pathway to coordinate pilot initiatives for the expansion of speed skating into Paralympic sport
- Ensures the delivery of courses and professional development opportunities for coaches and officials in line with the established pathways
- Oversees the organization's recruitment, certification, assessment, assignment and recognition processes for coaches and officials
- Acts as the primary partner liaison between Speed Skating Canada and the Coaching Association of Canada
- Leads the Sport Development Advisory Council as Co-Chair, ensuring appropriate consultation on key decisions and initiatives
- Responds to opportunities for SSC involvement in International Skating Union (ISU) Development programs (e.g., transition scholarships) and ISU Technical Committee process (e.g., officials nomination)

## **Safe Sport and Inclusion**

- Manages the implementation of training, education, screening, reporting, and tracking processes as specified in the Safe Sport Policy and Equity, Diversity and Inclusion Policy
- Oversees the development of programming and resources to support safe sport and the increased participation of under-represented groups in speed skating (e.g., females, LGBTQ+, new Canadians, Indigenous populations, etc.)
- Chairs the organization's EDI Working Group, guiding members through the development and execution of an Equity, Diversity and Inclusion Strategy

## **Member Management**

- Leads the creation of evaluation tools and metrics to track stakeholder engagement and satisfaction within the sport of speed skating
- Provides strategic guidance to the development of membership registration platforms and management systems
- In collaboration with the High Performance Directors and the Athlete Director of the Board, oversees recruitment of Athlete Representatives and supports operation of the Athlete Council
- Manages the creation and implementation of affiliation requirements for PTSOs and clubs, along with annual tracking and enforcement systems
- Chairs monthly meetings with PTSO Administrators to ensure regular engagement with SSC staff and best practice sharing among provinces and territories

## **Other**

- In collaboration with the Director, Business and Member Development, provides guidance to the Senior Coordinator, Special Projects regarding management of new and ongoing strategic initiatives of Speed Skating Canada as assigned
- Leads the completion of funding and reporting submissions as required

## **Qualifications**

- A minimum of seven years progressive experience in a not-for-profit or sport environment
- Strong organization, interpersonal and analytical skills
- Proven success in stakeholder engagement, membership management and/or project leadership
- Demonstrated ability to take initiative and develop creative solutions to problems
- Advanced computer skills, including knowledge of the Microsoft Office suite
- An ability to communicate fluently (both written and oral) in French and English
- A passion for and knowledge of Olympic sport
- Experience in speed skating or working with coaches / officials is an asset

## **Work and Travel**

The Manager, Member Development will primarily work at the House of Sport in Ottawa, the Maurice Richard Arena in Montreal, the Olympic Oval in Calgary and/or remotely from a home office. Regular travel and weekend work will be required to attend meetings and events.

## To Apply

To further explore this opportunity, please submit your resume and cover letter to the contact listed below. **The application deadline is Sunday, July 10, 2022.**

- Only candidates who submit both a resume and cover letter by the deadline will be considered for interviews.
- Speed Skating Canada is an equal opportunity employer that welcomes diversity in the workplace and encourages applications from all qualified candidates, including people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.
- We thank all applicants for their interest, however, only those selected for an interview will be contacted.

### CONTACT

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