



JOB DESCRIPTION

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Senior Manager National Program Development

A. General Description

The “**Senior Manager National Program Development**” is responsible for managing the delivery of key sport development programs and partnerships throughout Canada and will be responsible for related planning, budgeting, execution, communication and evaluation. The “Senior Manager National Program Development” reports to the Director of High Performance and Development and will work closely with the Senior Manager High Performance Operations and other staff as needed to deliver Canoe Kayak Canada programs and related objectives.

B. Organizational Scope

Canoe Kayak Canada (CKC) is the recognized authority by the International Canoe Federation on all aspects of paddling in Canada including the Olympic disciplines of sprint and slalom, and the Paralympic discipline of Paracanoe. Our vision is to be a Canadian sport for families, communities and champions.

All staff are employed by CKC to facilitate the achievement of its long-term vision and planned annual targets. All personnel are required to operate within the policies and procedures as established by the Board of Directors and CEO and are expected to act consistently with the association’s values.

Canoe Kayak Canada receives financial contributions from the federal government and other agencies, organizations and corporate sponsors, and is accountable for the disbursement and reporting of funds according to the contracted terms and conditions. Programs, activities and services are operated within the limitations established in an annual operating budget approved by the Board of Directors. CKC staff are responsible to manage and administer the association’s finances and provide administrative support for all association activity.

CKC receives financial support from Sport Canada, Own the Podium, the Canadian Olympic Committee and the Canadian Paralympic Committee and generous contributions from sponsors that include Nelo Kayaks, Apogee Clothing and ZIZU.

The “**Senior Manager National Program Development**”, in consultation with the Director of High Performance and Development, has sufficient authority to take measures that are necessary in the daily operation of their duties and within the bounds of approved policy and the annual operating budget for that program. Beyond these limits the “**Senior Manager National Program Development**” is required to have decisions approved by the CEO.

C. Reporting Structure

“**Senior Manager National Program Development**” reports to the Director of High Performance and Development.

D. Specific Responsibilities

1. Manage, in partnership with other key staff, the successful implementation of the Sprint National Championships.
2. Work with Clubs, Provinces and Divisions to strengthen partnerships through effective and regular communication and strategically aligning CKC to maximize our collective resources and efforts around common programs, priorities and objectives.
3. Advise the Director of High Performance and Development and CEO on plans and budgeting as it relates to programs and partnership development.
4. Assists in the development of submissions to funding partners such as the Canadian Olympic Committee and Sport Canada.
5. Effectively manage and monitor programs while ensuring that all policies are respected.
6. Manage CKC's Safe Sport Program
7. Manage the continued development of CKC's Database Program
8. Working closely with the Senior Manager of Coach Development, manage the Team Red Program (LTAD)
9. Provide support to the Sprint Domestic Development Committee.
10. Working closely with the Director of High Performance and Development, Communications Lead and CEO, assist in the management, promotion and marketing initiatives related to events and competitions.
11. Manage the development of a CKC Bidding and Hosting Strategy.
12. Provide support to the Sprint Trophy and Awards Committee.
13. Manage the Canada Games Program.
14. Other such duties as are assigned from time to time by the Director of High Performance and Development or CEO.

E. Travel

The **"Senior Manager National Program Development"** will be required to travel to domestic events and competitions throughout the year. The association has a compensatory time off policy to cover such travel necessity.

G. Performance Review

The **"Senior Manager National Program Development"** will be expected to accomplish specific end results, the satisfactory fulfillment of job responsibilities and the demonstration of the required level of ability in key competency areas. These three components will form the basis of a performance review conducted by the CEO, Director of High Performance and Development and Senior Manager High Performance Operations