



Kingston Impact Basketball Club
324 Waterloo Drive Kingston, ON, K7M 8P3
info@kingstonimpact.ca

Position: Executive Director (ED)

Reports to: Board of Directors

Employment Type: Full Time

Location: Kingston, Ontario

Salary: \$65,000 - \$85,000

Effective Date: TBD

Hours: Averages 35 hours per week annually

About the Kingston Impact Basketball Club

The Kingston Impact Basketball Club is a not-for-profit organization dedicated to providing high-quality basketball programming for youth of all ages, skill levels, and backgrounds. Our mission is to foster athletic and personal development through sport, emphasizing teamwork, leadership, and community engagement. We strive to create a positive and inclusive environment where young athletes can thrive both on and off the court.

Position Overview

The Executive Director is the senior leader of the Kingston Impact Basketball Club, responsible for executing the overall strategic, operational, and financial management of the organization. Reporting to the Board of Directors, the Executive Director will provide strategic planning, oversee program development, drive community engagement, and ensure the long-term sustainability of the club. This role requires a dynamic, strategic, and community-minded leader who is passionate about youth sports and nonprofit management.

Key Responsibilities

Strategic Leadership & Governance

- Develop and implement the club's strategic vision in collaboration with the Board of Directors.
- Ensure alignment between the club's mission, goals, and operations.
- Act as the primary liaison between the Board of Directors and club staff, providing regular updates and reports.
- Develop policies, procedures, and best practices to support organizational effectiveness and compliance with legal requirements.
- Conduct a facility review to assess the club's long-term needs.



- Develop a business plan that will support our future facility requirements. This may include new partnerships or the potential acquisition, construction, and/or management of a dedicated club facility to enhance program delivery and sustainability.

Operations & Program Management

- Oversee the planning, coordination, and execution of all club programs, including competitive and recreational teams, training sessions, tournaments, and community events.
- Ensure the effective management of registration, scheduling, and logistics to optimize club programming.
- Maintain strong relationships with coaches, officials, volunteers, and external partners to enhance program delivery and quality.
- Establish and oversee systems for collecting participant feedback to drive continuous improvement.

Financial Oversight & Fundraising

- Develop and manage the club's annual budget in collaboration with the Treasurer and Board of Directors.
- Ensure accurate financial record-keeping, reporting, and adherence to nonprofit financial best practices.
- Lead fundraising efforts, including grant applications, sponsorships, donations, and fundraising events, to support club sustainability.
- Identify and engage corporate sponsors, donors, and community partners to secure financial support.

Community Engagement & Stakeholder Relations

- Serve as the public face of the club, strengthening relationships with members, families, local businesses, schools, and community organizations.
- Promote the club through strategic marketing, outreach, and communications efforts.
- Represent the club in local, regional, and provincial basketball associations and advocate for youth sports development.
- Develop and implement diversity, equity, and inclusion initiatives to ensure an accessible and welcoming environment for all participants.



Human Resources & Volunteer Management

- Recruit, hire, and supervise club staff, coaches, and key volunteers, ensuring proper training and development.
- Foster a positive and professional workplace culture that encourages teamwork and continuous improvement.
- Establish and enforce policies related to Safe Sport, health & safety standards, and child protection.

Qualifications

Education & Experience

- Bachelor's degree in Sports Management, Business Administration, Nonprofit Management, or a related field (equivalent experience will be considered).
- Minimum of 3-5 years of leadership experience in a nonprofit, sports, or community-based organization.
- Proven experience in strategic planning, program development, and financial oversight.
- Strong track record in fundraising, sponsorship development, and grant writing.
- Experience managing staff, volunteers, and community partnerships.
- Knowledge of youth sports programming and/or basketball operations is an asset.

Skills & Competencies

- Exceptional leadership and organizational skills with the ability to inspire and motivate a team.
- Strong financial acumen and experience managing budgets and funding initiatives.
- Excellent communication and relationship-building skills.
- Proficiency in Microsoft 365 products, social media management, and nonprofit administrative tools.
- Ability to work flexible hours, including evenings and weekends as required.

How to Apply

Interested candidates should submit a resume and cover letter to president@kingstonimpact.ca by 5:00 pm on Friday May 23, 2025. The Kingston Impact Basketball Club is committed to diversity, equity, and inclusion and encourages applications from all qualified individuals.