



EXECUTIVE DIRECTOR

Gymnastics Newfoundland and Labrador
Full-Time Position (posted December 16th, 2025)

As an affiliated member of Sport Newfoundland and Labrador and Gymnastics Canada, Gymnastics Newfoundland and Labrador (GNL) is a not-for-profit provincial sport organization based in St. John's, NL. GNL assumes responsibility for the comprehensive governance, advancement, and promotion of gymnastics throughout the province. Serving 11 member clubs and nearly 5,000 participants, our committed team is dedicated to delivering exceptional service and support across all interactions.

GNL invites applications from dynamic, responsible, and innovative professionals for the Executive Director position. Reporting to the Board of Directors, this full-time, salaried role oversees all operational aspects of GNL, encompassing staff supervision, program administration, event planning, and office management.

Key Responsibilities

- Lead the development and implementation of GNL's strategic plan in collaboration with the Board of Directors
- Develop, maintain, and ensure adherence to GNL policies and procedures
- Oversee office management activities and conduct bookkeeping, under guidance from the volunteer Treasurer
- Prepare financial statements for annual review by external auditors
- Develop annual budgets and periodic financial forecasts
- Manage grant applications and funding administration
- Administer insurance reporting and related tasks
- Coordinate and participate in GNL Board, committee, and AGM meetings
- Organize logistics and planning for provincial competitions and events involving Team Newfoundland
- Arrange travel, accommodations, per diems, honorariums, and manage cost-sharing initiatives
- Plan and coordinate judging and coaching clinics as well as athlete training camps
- Recruit, train, supervise, and provide leadership to office staff
- Respond promptly and professionally to inquiries from the public, member clubs, and parents
- Build and maintain effective relationships with stakeholders, including member clubs, other provincial sport organizations, and Gymnastics Canada

Qualifications and Experience

- University degree or diploma in Business/Office Administration, Project Management, or an equivalent combination of education, training, and experience
- Demonstrated experience in change management or transformational leadership
- Proficiency with basic bookkeeping practices
- Experience with non-profits preferred



Personal Attributes

- Engaging and influential leadership style
- Strong organizational and project management abilities
- Commitment to fostering a collaborative, growth-oriented environment
- Proven consensus-builder who values diverse stakeholder relationships
- Self-motivated, visionary leader with a track record of executing strategic objectives
- Innovative, technologically proficient thinker
- Deep understanding of, and respect for, diversity among member clubs

This position is located in St. John's, NL, and some travel may be required. GNL is proud to be an equal-opportunity employer. While we appreciate all applications, only those selected for consideration will be contacted. We offer a competitive compensation package, including a comprehensive base salary, benefits, and opportunities for professional development.

Application Process

Interested candidates are invited to submit a cover letter, resume, and professional references to Gymnastics Newfoundland and Labrador at GNLBoardMembers@Sportnl.ca. Please use "GNL Executive Director" as the email subject line.