



## **EXECUTIVE DIRECTOR**

### **Gymnastics Newfoundland and Labrador (GNL)**

#### **About GNL**

Gymnastics Newfoundland and Labrador (GNL) is the provincial governing body for gymnastics, committed to promoting safe and positive sport development. As a member of Sport Newfoundland and Labrador and Gymnastics Canada, GNL supports the growth and success of gymnastics across the province.

#### **Position Summary**

Reporting to the Board of Directors, the Executive Director leads the strategic and operational management of GNL. This includes overseeing staff, programs, events, finances, and stakeholder relations, while ensuring the organization's effective and compliant operation.

#### **Key Responsibilities**

##### **Leadership & Governance:**

Implement strategic plans and policies; ensure organizational compliance with bylaws and member regulations.

##### **Financial Oversight:**

Manage budgeting, payroll, financial reporting, invoicing, and funding applications.

##### **Membership & Communications:**

Maintain membership databases; manage registration and fee collection; respond to public inquiries; communicate with clubs, stakeholders, and partners.

##### **Programs & Events:**

Plan and manage provincial competitions, development programs, training initiatives, and event logistics.

##### **Staff Management:**

Lead recruitment, supervision, performance management, and professional development of staff.

##### **Board & Committee Support:**

Prepare reports, attend Board and committee meetings, coordinate logistics, and chair the Operations Council.

##### **Administration:**

Oversee office operations, contracts, insurance, inventory, and organizational resources.

**Qualifications:**

- Proven experience in nonprofit management or a related field.
- Experience with budgeting and financial reporting.
- Excellent communication and stakeholder management skills.
- Experience in program and event coordination.
- Effective leadership and staff supervision skills.
- Ability to manage a diverse range of responsibilities.
- Passion for promoting sports and physical development.
- Knowledge of gymnastics or amateur sport would be an asset.
- Proficiency in policy and procedure oversight.

Interested candidates are encouraged to apply with a resume and cover letter outlining their qualifications and vision for the role. Please submit applications to Gymnastics Newfoundland and Labrador at [gymnastics@sportnl.ca](mailto:gymnastics@sportnl.ca) and ensure the subject line reads "GNL Executive Director".

GNL is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We encourage individuals from all backgrounds to apply.