

Date posted: May 1st

Pay: CA\$50,000.00-CA\$60,000.00 per year

Job description:

Position Overview

The Club Manager is responsible for the operational leadership and management, financial oversight, and long-term growth of the Calgary Rowing Club. This role focuses on organizational sustainability, partnerships, governance, and high-level operations.

Key Responsibilities:

Strategic Leadership and Club Growth

- Develop and implement strategic objectives aligned with the club's mission
- Diversify income streams by identifying and secure partnerships, sponsorships, and new funding opportunities
- Lead club growth initiatives, including membership expansion and community engagement
- Represent the club in external relations with stakeholders and governing bodies

Financial Oversight and Governance

- Prepare the draft budget for board approval, monitor and oversee the financial budget to ensure effective allocation of resources in alignment with organizational goals.
- Maintain accurate financial records, payroll management, and bookkeeping (eg reconciliation between quickbooks and website payment processing, ALGC reconciliation).
- Monitor financial performance and provide strategic reporting to the Board in collaboration with the Treasurer.
- Research, development and regular reporting of grant applications for submission and proposals for board approval.
- Support the Board Secretary to organize Board Meetings as required.
- Board, Committee and Annual General Meeting's logistics
- Produce a written Club Manager report for each board meeting.
- Conduct research, develop strategies, and present recommendations for enhanced operational effectiveness for Board approval.
- Develop policies and procedures for board approval to ensure the efficiency of the CRC's operations and safety and public, staff and members.

- Contribute to committee meetings as required, including the Annual General Meeting (including development of AGM reports).
- Oversee administrative compliance, including documentation, maintain insurance policies, and organizational registrations, ensuring timely updates and adherence to legal requirements.

Staff Leadership and Organizational Management

- Oversee all non-coaching staff - including summer instructors, camps councillors, and equipment staff
- Coordinate with Account's Manager to create invoices and manage bingo placements
- Support hiring decisions and organizational structure planning
- Foster a positive, inclusive, and high-performance club culture
- Ensure clear role definition, accountability, and staff development

Stakeholder and Relationship Management

- Responsible for meeting the Board's expectation of membership management including engagement, membership communication, feedback and registration.
- Identify and pursue opportunities for fundraising, sponsorships, and partnerships that support the club's mission.
- Serve as the main point of contact for all members and public inquiries.
- Liaise with the Alberta Rowing Association, Rowing Canada, and other rowing clubs on programs and compliance with policies.
- Manage relationships with external partners, including the City of Calgary, Calgary Canoe Club, and public agencies.

Operations Oversight

- Provide oversight of club operations, ensuring systems and processes are effective
- Collaborate with the R+C Coordinator role to ensure effective program delivery
- Work closely with the Calgary Canoe Club manager under direction of the GCRC Foundation to ensure facility safety, maintenance, and cleanliness.

Events, Fundraising, and Visibility

- Collaborate with the relevant event committee and program coaches to plan and manage regattas, including organizing travel, trailer loading, and lodging arrangements for Junior and Senior squads, and providing boat transportation and associated travel.

- Organize an annual end of season banquet for members. Support social event organizers as needed.
- Plan and execute various intake programs, such as Learn to Row (including summer staff recruitment), youth camps, and corporate events.
- Lead recruitment efforts for participants across multiple streams.
- Create, research and run sustainable outreach programs designed to improve access to rowing (PEER Rowing Event, LGBT Events, etc.).
- Develop and implement marketing strategies to enhance CRC visibility, engage the community, and promote programs across social media platforms.

Volunteer Management

- Help recruit and manage volunteers for events, committees, and program management, in collaboration with the Volunteer Coordinator
- Coordinate fundraising events (bingo and casino), including staffing and communication.

Qualifications and Experience

Experience

- 2-5 years of experience in customer service, communications, or management roles.
- Proficiency in financial management and bookkeeping software (QuickBooks, Communal).
- Strong organizational and leadership skills, with experience managing staff.

Skills

- High degree of self-motivation and initiative.
- Excellent communication, organizational, and time management skills.
- Ability to foster strong working relationships with a variety of stakeholders.
- A passion for rowing and a commitment to creating a positive, thriving environment for staff and members.
- Growth mindset and desire to continuously improve the CRC's management processes and systems

Work Environment

- Monday-Friday 8.30-4:30.
- Occasional weekend work in support of key events
- May be required to travel for regattas.
- Reporting to the Club President

If you believe you will be an ideal candidate, please forward your resume and cover letter stating your experience to: office@calgaryrowing.com

