



## **Director, High-Performance Team Operations**

**Reports to: High-Performance Director, Alpine**

### **The Position:**

Alpine Canada Alpine (ACA) is the national governing body for Ski Racing in Canada and home to three of Canada's most exciting snow sports: Alpine, Para-Alpine and Ski Cross Racing. The organization has a new Board and senior management leadership that are committed to a vision for Canada to be a World Class ski racing nation inspired by the passion and performance of Canada's ski teams. Our mission is to increase Canadian Ski Racing podium performances AND inspire growth in participation and fans.

We are currently seeking an experience and motivated sport leader to join our organization in the role of **Director, High-Performance Team Operations**.

Reporting to the High-Performance Director (HPD), Alpine, the Director, High-Performance Team Operations is focused on supporting the Canadian Alpine Ski Team (CAST), while working with the operations leads in our Para-Alpine and Ski Cross national team programs to achieve efficiency and scale across ACA's National Team operations. The Director is accountable for CAST logistics including travel, insurance, visas & immigration, contract staffing, budget development and management, as well as the relationship and deliverables with key sport partners like Sport Canada, OTP, COC, FIS and the CCES as it relates to the high-performance team planning and operations. The Director is also the Team Leader for CAST at Olympic Winter Games and World Championships. The successful candidate is an experienced and accomplished sport operations leader with Olympic Games delivery experience who thinks strategically and acts decisively, operates with discipline, and demonstrates agility and resilience in the face of adversity.

### **Duties:**

- Manages team logistics including travel, accommodations, insurance and claims support, visas, and immigration, working with our immigration lawyer, for employees as they travel.
- Develops and manages the national team program annual budget including tracking, forecasting and implementation of financial controls working with the Lead Coaches and Chief Financial Officer and aligned with the HPD, Alpine.
- Works with ACA's other National Teams' operations leadership to coordinate our efforts with key vendors, suppliers, partners, and resorts to achieve scale and efficiencies where possible.
- Supports the Team Selection process by collecting and organizing data from the Coaches and High-Performance Directors and ensuring the process is managed according to guidelines.
- Leads Athlete onboarding, offboarding and the annual Athlete season kickoff and information sessions.
- Manages the administration and implementation of the Athlete Agreement, including reviewing and advising CAST Athletes on Head-Gear and Shoulder-Patch contracts for compliance with the Athlete Personal Endorsement policy
- Serves as the key contact for all CAST athletes logistics inquires and the liaison for ACA departments requesting athlete engagement or appearances.



- Provides assistance as needed to the Partnerships and Marketing department for ACA events, including athlete management, logistics and onsite execution.
- Develops strong relationships with key sport partners like Sport Canada, OTP, COC, FIS and the CCES and ensures all key deliverables as it relates to the high-performance team planning and operations are met.
- Provides external major event support for Olympic Winter Games and World Championships in liaison with the Canadian Olympic Committee and act as Team Leader for CAST at major events.
- Leads liaison for FIS World Cup accreditation, World Cup and Europa Cup entries, guest accreditation and prize money

#### **Working Conditions**

- Full-time permanent position
- Head office in Calgary preferred
- Some Travel, both domestically and internationally is required

#### **Employment Requirements**

- Minimum Bachelors degree in Sport Management, Sport Science or other relevant area
- Minimum 7 years progressive leadership experience in Sport Administration or Team Operations
- Demonstrated track record of delivering results in sport leadership and operations
- Demonstrated ability to plan and manage budgets in the \$5-7MM range
- Demonstrated ability to think strategically and act decisively
- Ability to manage complexity and create order out of chaos
- Previous Major International Games Experience
- Ability to communicate in French or German is an asset
- Demonstrates and embodies the ACA Values of Excellence, Leadership, Accountability, Respect and Courage

Additionally, the candidate must be able to demonstrate excellent interpersonal and collaborative skills with experience driving results in complex workplace and stakeholder environments. Advanced ability working with MS office applications and remote working tools is required.

Please send your cover letter and resume to [careers@alpinecanada.org](mailto:careers@alpinecanada.org). Interviews will take place via video conference and in person where possible.

We thank all applicants for their interest; however, only those considered for an interview will be contacted.

#### **CONTACT INFORMATION**

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