

**Chief Executive Officer / Secretary General
Canadian Cycling Association**

Reporting to the Association's Board of Directors, the Chief Executive Officer/Secretary General is responsible to ensure that the operations of the association are aligned and managed in support of the strategic goals of the association.

Specifically, the Chief Executive Officer (CEO)/Secretary General will:

- Recruit, develop, supervise and evaluate a diverse group of technical and administrative staff
- Guide, support, and motivate the collaborative work of staff and volunteer committees in setting and accomplishing objectives using systematic short and long term planning methods
- Support and counsel the association's board in its leadership roles of setting strategic direction and developing organization policy.
- Oversee the financial management of the association including budget preparation, submission of funding applications, contract negotiation and monitoring the association's financial activities and condition
- Oversee the development and implementation of marketing strategies that position the association effectively with its members and corporate and funding partners
- Manage and direct day-to-day operations of the national office, ensuring efficiency and quality of administrative systems
- Oversee the association's internal and external communication
- Establish and nurture constructive relationships with association members including provincial cycling organizations, professional and amateur cycling teams, event organizers and external organizations such as Sport Canada, the Canadian Olympic Committee (COC), the International Cycling Union (UCI) and other national sport and cycling organizations
- Represent the association to the media and other related national and international agencies

Qualifications and Skills:

- Proven management experience with an organization of similar size and scope.
- Demonstrated ability to balance the need for strategic thinking and operational excellence.
- Experience working with a volunteer policy board of directors
- A positive progressive management style
- Ability to work with limited direction and exercise sound judgment in complex situations
- Ability to express themselves effectively in both oral and written communication
- Experience and understanding of the national sport environment and knowledge and/or experience in organized competitive cycling are decided assets
- Experience developing and successfully implementing marketing strategies is an asset.
- Undergraduate or graduate level education is desirable
- Preference will be given to candidates who are able to work in both official languages of Canada: English and French

Salary is commensurate with expertise and experience.

To Apply:

Applications should include a resume and a cover letter that addresses the candidate's qualifications and skills with respect to the listed qualifications and skills required for the position.

Applications should be sent to the CEO Selection Committee, c/o CCA Chief Operating Officer:

E-mail: steve.lacelle@canadian-cycling.com
Fax: 613-248-9311
Mail: 2197 Riverside Drive, Suite 203, Ottawa ON K1H 7X3

**Interested candidates should reply on or before September 8, 2006 at 4:00pm EST.
Late applications will not be considered.**

Only candidates selected for interview will be contacted prior to the interview.

The association national office is located in Ottawa. The successful candidate will be expected to work from the national office.

The **Canadian Cycling Association (CCA)** is among Canada's oldest sport governing body. Founded in 1882 as the Canadian Wheelman's Association and renamed in 1968, the Canadian Cycling Association/Association cycliste canadienne – more than 124 years later – continues to pursue its mission to lead and support the development and growth of cycling in Canada.

Internationally, CCA has a visible presence. Canadian cyclists have climbed onto the awards podium at the Olympic, Commonwealth and Pan American Games and World Cycling Championships and won medals in numerous World Cups. Canadians are well represented among the decision-making committees of the UCI. The CCA is the sole UCI-recognized authority for all aspects of cycling in Canada.

Nationally, the CCA is supporting the development of cyclists for today and the future through a quality high performance program led by full-time professional coaches at National Cycling Centres located across the country.. A coordinated calendar of national and international events and national team projects to international events offers cyclists the opportunity to compete, hone their tactical skills, and score all-important UCI points. National championships are organized in all UCI-recognized disciplines – road, track, mountain bike, cyclo-cross and BMX.