

## General Manager (Full-time Position)

### OPPORTUNITY

If you are positive, enthusiastic and have an endless supply of energy this could be the job for you!

Come join a results-oriented, fun, dynamic, fast and hard-working team in the sports marketing field. You will work harder than you have ever worked before, allowing you to play even harder. Wear your running shoes not a suit, while you help to lead and expand this professional organization.

### ABOUT THE OTTAWA SPORT & SOCIAL CLUB, KINGSTON SPORT & SOCIAL CLUB AND HALIFAX SPORT & SOCIAL CLUB

The Ottawa Sport & Social Club (OSSC) is the largest multi-sport provider in the city, which recently expanded to Kingston as (KSSC) and Halifax as (HSSC). All three organizations create, organize and manage sports leagues, tournaments and special events for adults in their respective cities. **This position is based out of the OSSC office in Ottawa, however the role will carry responsibility and support to the KSSC and HSSC.**

### JOB DESCRIPTION

This is a unique opportunity to join a small, successful business. You will wear many hats, as you develop and broaden your skill set.

- Directing overall strategic planning for all 3 cities of Sport & Social Clubs.
- Managing and growing the current sponsorship program.
- Expanding revenue streams through development of new and management of existing offerings.
- Supervising SSC staff across the 3 cities (currently 7 full-time people), including recruiting, training, provide direction through coaching and ensuring the staff/organization are performing at maximum capability in a highly fulfilling manner.
- Managing revenue and cost elements, ensuring profitability.
- Identifying, negotiating and closing local and national sponsorship opportunities.
- Liaising with key strategic facility and partnership accounts.
- Leading web development project, acting as functional lead.
- Managing all legal matters and review.
- Interfacing with National SSC Affiliation.
- Interacting with media and all other public relations.
- Dealing with escalated member interactions, as required.
- Some travel required.
- Other projects and duties as required.

### QUALIFICATIONS/REQUIREMENTS

- University or College Degree. Sports Administration, Business or Marketing is an asset.
- 3-5 years of staff management experience (i.e. Director, Senior Manager, Owner)
- Experience in Sponsorship Development is an asset.
- Position based in Ottawa. Knowledge of, and facility/sponsorship contacts, in Ottawa is beneficial.
- Display exceptional strategic leadership qualities.
- ROI (Return on Investment) focused and should be able to evaluate opportunities based on expected returns.
- Strengths in planning, problem solving and decision-making.
- Track record in organizational improvement, with a proven capacity to manage change in a consultative and sensitive manner.
- Outstanding interpersonal, relationship management and communication skills.
- Excellent time management and organizational skills.
- Strong presentation skills, with demonstrated capacity to present opportunities verbally and through solid report writing skills.
- An entrepreneurial spirit in terms of both creativity and work ethic. You are willing to take chances, with the confidence positive results will ensue, and let your results do the speaking.
- Strong computer skills and the ability to learn new things quickly.
- Ability to deliver superior customer service.
- You are positive, enthusiastic and have an endless supply of energy.
- Athletic and sports-minded. Knowledge and passion for multiple sports.
- Ideally bilingual (but not essential).

### COMPENSATION

- Compensation commensurate with experience.

### TO APPLY

Please submit a cover letter, resume and salary expectations to the Ottawa Sport & Social Club (Attention: Holly Moylan, Office Manager) via email to [hiring@ottawassc.com](mailto:hiring@ottawassc.com), or in person at 75 Hinton Avenue North, Unit 1, Ottawa, Ontario before Friday, August 7, 2009 (revised date). Only applications including salary expectations will be considered. Please refer questions to Holly Moylan at 613.565.TEAM (8326) ext 115.