



About Us:

The Burlington Gymnastics Club (BGC) is an award-winning not-for-profit club established in 1968 and a member of Gymnastics Ontario since 1977 – we have served the Burlington community for over 50 years. BGC is home to two disciplines of gymnastics: Artistic and Rhythmic. We provide a wide variety of inclusive recreational and competitive programs for gymnasts of all ages and abilities.

The BGC is currently inviting applications for the full-time position of **Managing Director** which will have overall responsibility for day-to-day leadership and operations management aligned to our Strategy, Vision and Mission.

Key Responsibilities:

Leadership & People

- All aspects of people leadership through a coaching mindset that fosters a culture of engagement and Diversity, Equity & Inclusion.
- Manages all employee lifecycle milestones – recruitment, onboarding, development, performance, retention, retirement, offboarding.

Day-to-Day Operations

- Responsibility for all aspects of club communications, operations, and facilities management in compliance with club By-Laws, policies/procedures and applicable legislation, etc.
- Delivers an exceptional gymnastics and service experience for our members.
- Manages the operating budget through a strong understanding of P&L levers, program profitability and prudent expense management.
- Fosters a work environment where everyone is focused on and adheres to safety and risk management practices (i.e., Safe Sport, Equipment Safety, OHS, etc.).

Strategic Initiatives

- Contributes to short and long-term strategic planning in collaboration with the Board of Directors.
- Executes strategic initiatives that focus on organizational growth, governance, and deeper connections within and outside of our club.

Experience & Education:

- University degree (B. Commerce, B. Business Administration, Sports Management) or MBA. Completion (or willingness to complete) National Coaching Certification Program (NCCP) courses.
- A minimum of 10-years experience in a senior leadership role, managing a cross-functional team, as a business owner and/or leading a sports organization.
- Strong coaching capabilities to foster and develop a cohesive team environment with DEI principles deeply engrained.



- Solid understanding of financial statements and P&L levers with the ability to drive sound business decisions based on analytics & reporting.
- Deep understanding of multiple HR disciplines (i.e., recruitment, performance management, compensation, training & development).
- Skilled change leadership capabilities and project management skills

Working Environment:

- This position is expected to work from our gymnastics facilities at least 4 days/week.
- Non-standard hours are a common occurrence.

Qualified applicants are invited to submit a confidential letter of interest and resume to:
recruitment@bgcgym.com

Applications will be accepted until **March 22, 2024**. While we thank all applicants for their interest; only those selected for an interview will be contacted.