

Application Deadline: June 30, 2025

Starting Date: September 2, 2025

Position: Chief Executive Officer

The Sport Dispute Resolution Centre of Canada (the Centre) was established on April 1, 2004 under the *Physical Activity and Sport Act* (S.C. 2003, c. 2) to ensure the fair, equitable, transparent and timely resolution of disputes in Canadian sport, including such disputes as team selection and carding of amateur athletes. Effective June 1, 2004, the Centre became responsible for the adjudication of domestic doping allegations in Canada. On January 1, 2021, the Centre created the Safeguarding Tribunal, a division specialized in hearing disputes pertaining to allegations of harassment and abuse, which is now responsible to provide mediation, to review or hear appeals of decisions rendered under the new Canadian Safe Sport Program.

Chief Executive Officer

The Centre is seeking to hire a Chief Executive Officer to oversee all aspects of the Centre. The Centre's office is currently located at 6400 Auteuil avenue, in Brossard, Quebec. Preference is for this role to be based in the greater Montreal, but exceptional candidates will be considered provided they are able to travel regularly to the office, when necessary, as part of their professional responsibilities and taking into account the legal, contractual and fiscal responsibilities of the Centre.

Responsibilities: Reporting to the Chairperson of the Board of Directors, the Chief Executive Officer will oversee all aspects of the SDRCC operations, including but not limited to, the following responsibilities:

- Overall Leadership and Management of the Centre, including, but not limited to: developing a vision and strategic plan; acting as a professional advisor to the Board in all matters relating to the Centre's activities; supporting and guiding the management team;
- Planning and Management of Operations, Programs and Services, including, but not limited to: ensuring, in collaboration with the management team, that the Centre's operations meet the expectations of clients, the Board, and funding organizations; supervising the planning, implementation, and assessment of all of the Centre's programs and services, including special projects; ensuring, in collaboration with the management team, that the Centre's proposed programs and services contribute to fulfilling its mission and reflect the priorities laid out by the Board;
- Financial Planning and Risk Management, including, but not limited to: supervising the preparation of the Centre's general budget and presentation of it to the Board; collaborating with the Board to secure necessary funding to support the proper operation of the Centre; administering the funds of the Centre in light of the adopted budget and according to generally accepted accounting practices;
- Human Resources Planning and Management, including, but not limited to: identifying the Centre's staffing requirements; supervising the implementation of human resources policies, procedures and practices; supervising the management team and other employees, as required;
- Representation and Community Relations, including, but not limited to: acting as spokesperson for the Centre; ensuring, in collaboration with the management team, communication with members of the sport community to monitor the evolution of the Centre's clientele; establishing good working relations and collaboration agreements with other sports organizations, funding organizations, politicians and other clients or suppliers.

Qualifications: This position will require high levels of versatility and interpersonal skills as well as the ability to maintain a high degree of discretion and confidentiality. The candidate will have strong client orientation and communication skills and be comfortable working in a busy and fast-paced environment along with the following qualifications/skills:

- Ability to lead with high integrity and ethical standards in a rapidly evolving environment;
- Excellent critical thinking and analytical skills;
- Client service orientation and ability to consider diverging points of views;
- Capable of assessing situations and their importance, urgency and risks, including the ability to make clear and timely decisions for the greater benefit of the Centre ;
- Capable of working with vulnerable and under-served populations;
- Excellent writing, presentation and communication skills;
- Ability to identify organizational-wide objectives, to develop work plans and to oversee the work of professionals;
- Ability to establish and maintain positive work relations with internal and external stakeholders;
- Excellent people skills, with experience collaborating in a diverse, multidisciplinary environment;
- Proficient in Microsoft Office applications and adaptable to new technologies;
- Fluent in French and English (written and spoken) with excellent writing skills in at least one of the official languages.

Education and Experience Requirements:

- A higher education degree in sport administration, law and/or related disciplines;
- 5 to 10 years of experience in management positions of increasing responsibility, including budget and HR management in a community organization or in the not-for-profit sector;
- Experience working in a complex, multi-stakeholder organization;
- Experience in managing human and financial resources;
- Experience in developing organizational-wide policies;
- General knowledge of the Canadian federated sport system, demonstrated understanding of the not-for-profit sector and a licence in good standing with a provincial or territorial law society will be considerable assets.

The Centre is committed to building a skilled, diverse workforce reflective of Canadian society. Thus, it promotes employment equity and encourages candidates to indicate voluntarily on their application their gender identity or expression, if they are a person with a disability, Indigenous, a member of a visible minority group or other traditionally under-represented groups.

The Centre is committed to developing inclusive, barrier-free selection processes and work environments. If contacted regarding this competition, please advise us of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner.

If you meet the above qualifications, please forward your resume to jessica.benabou@axxelhr.com. **Only shortlisted candidates will be contacted. No telephone inquiries please.**

Salary: Commensurate with qualifications and experience.