



Position Title:	FENB Executive Director	Date: November 2015
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A non-profit organization led by a volunteer Board of Directors, Fencing-Escime NB (FENB) is incorporated as the provincial branch of the Canadian Fencing Federation with the mandate to govern the sport of fencing in the province of New Brunswick. Our responsibilities are to promote, develop, regulate, encourage and improve the sport of fencing in New Brunswick as well as to represent and coordinate the interests of New Brunswick fencers.

The Executive Director (ED) is responsible for executing projects and tasks to meet the goals of Fencing-Escime NB (FENB). The ED implements the policies established by the Board of Directors, provides leadership, coordination, direction and guidance in FENB's activities.

Duties and Responsibilities:

The main responsibilities of the Executive Director include:

- Coordinating FENB tournaments and other events
- Conducting general administration, such as record keeping, updating memberships with all provincial and national bodies, and overseeing the day-to-day operations of FENB
- Fundraising, including seeking out and applying for relevant grants
- Coordinating and managing volunteers
- Maintaining communication with key stakeholders and the media
- Implementing Board policy and decisions
- Monitoring and overseeing FENB finances
- Managing risk as it relates to the sport of fencing in New Brunswick
- Representing FENB to regulatory bodies (national and/or provincial), other agencies, community and civic organizations, donors, funders and supporters, and the general public.

Relevant Skills:

- Demonstrated effective leadership skills
- Self-motivated with a strong desire to succeed
- Ability to work independently, but capable of delegating tasks to others when needed
- Strong organization and time management skills
- Knowledge of Google Suite of products is considered an asset
- Experience working with and directing volunteers is considered an asset
- Experience working with a sport organization is considered an asset
- Knowledge of the sport of fencing is considered an asset, but not necessary
- Bilingualism in both English and French is considered an asset

This is a part-time contract position requiring the use of a home-based office.

Please send your resumé and cover letter to fencingnb@gmail.com by November 20, 2015.