



Executive Director Job Posting – Full Time

(Accepting applications until: August 28th, 2026, at 16:00)

Athletics New Brunswick (ANB) is the governing body for the sport of Track & Field and Cross Country in New Brunswick with the responsibility for road running through its affiliate RunNB. ANB is recognized as both the Provincial Sport Organization and the official branch of Athletics Canada. As a Provincial Sport Organization, Athletics New Brunswick is a membership-based organization supporting clubs that are located around the province and that welcome participants of all ages and fitness levels in year-round training, development, and competitions. We offer programs to affiliated and non-affiliated participants alike on a year-round basis and receive operational funding through the Sport and Recreation Branch of the Department of Tourism, Heritage and Culture for the Government of New Brunswick.

ANB's Mission: To develop and promote the sport of athletics from grassroots to high performance across all ages and abilities, with emphasis on participation, delivery of quality training programs, and competitive environment opportunities.

ANB's Vision: Be referred to as the model smaller-province PSO with the most per capita participation and offering an optimum training environment for athletes to attain national and international levels of competitiveness.

Are you passionate about athletics, does this speak to you? If so, continue reading! We're looking for a strong leader who's enthusiastic, loves working with people, and making good things happen.

Job Description

The Executive Director is responsible for the overall leadership and day-to-day operations of Athletics New Brunswick (ANB), working closely with the Board of Directors, staff, members, clubs, volunteers, coaches, officials, and external partners. The Executive Director will lead the implementation of ANB's strategic priorities while ensuring the organization's programs, finances, administration, and services are effectively managed. The successful candidate will be a strong relationship builder who enjoys working with people, supporting the development of athletes and clubs, and creating opportunities for the continued growth of athletics throughout New Brunswick.

The Executive Director reports directly to the ANB Board of Directors and is responsible for providing regular updates and recommendations regarding the organization's operations, finances, programs, and priorities.

The Executive Director will have the opportunity to lead a provincial sport organization with a strong membership base and an established network of clubs, coaches, officials, volunteers, and partners. This role provides an opportunity to shape the future of athletics in New Brunswick, strengthen athlete and club development pathways, and build partnerships that support participation from grassroots through high performance.

What's in it for you?

- A key leadership position that will enable you to have a direct impact in the athletics world.
- Work from home in the great province of New Brunswick (preferably near Moncton, Saint John or Fredericton).
- Flexible work environment, some work on weeknights and weekends, average of 40 hours per week.
- Salary range: \$60,000 - \$65,000 (Varies depending on education and experience) including benefits such as paid vacation, paid sick days, group insurance, and RRSP.
- Annual professional development opportunities.

Key Responsibilities:

1. Administration
 - a) Manage and report on ANB's finances, budget planning and cost control.

- b) Collaborate with work colleagues and manage employees.
 - c) Research and apply for funding sources; develop funding proposals to increase program opportunities.
 - d) Nurture good working relationships with Athletics Canada.
 - e) Support Run NB and Trail Running NB.
 - f) Organize and prepare for ANB's Annual General Meeting and Semi-Annual Meeting, in addition to coordinating the preparation of the monthly Board meetings.
2. Sport development
- a) Work to ensure an increasing membership base of athletes, officials, clubs, and volunteers.
 - b) Encourage and support the expansion of the training and development environment.
 - c) Encourage the creation of various athletics related development opportunities such as clinics and competitions.
 - d) Liaise with various stakeholders in the school system to promote and facilitate the development of athletics.
 - e) Promote the accessibility to athletics for under-represented groups including para-athletes.
3. Public Relations and communication
- a) Establish marketing and media relations to promote Athletics and our members.
 - b) Develop and upkeep a social media presence for ANB.
 - c) Ensure that all communication and documentation are available in both official languages.
 - d) Establish good working relationships and collaboration with community groups, schools, municipalities, funders, politicians and other organizations to promote the growth of the association.
 - e) Communicate with stakeholders to keep them informed of ANB's news and impact.
 - f) Keep the ANB web site and registration portal up to date and current.
4. Technical service
- a) Act as a technical resource person for coaches, athletes, officials, and volunteers.
 - b) Support Provincial Teams (in planning and management).
 - c) Travel regularly to all areas in NB to help in the development and growth of new and existing clubs.
 - d) Work with existing clubs to broaden their programming.

Skills and qualifications: The ideal candidate will meet the following skills and qualifications (please show which you meet and how you meet them in your application):

- A University Degree or College Diploma preferably related to sport or business administration, business management or kinesiology.
- Bilingual, fluency in both French and English.
- Experience in managing financial resources, budgeting, and cost control, working knowledge of QuickBooks accounting software.
- Experience in, and understand, the sport of athletics.
- Ability to consult, negotiate and collaborate with multiple stakeholders to build consensus.
- Strong written skills.
- Professional in all forms of communication such as emails, phone calls, video calls and SMS.
- Strong interpersonal and communications skills.
- Proven relationship building skills.
- Self-starter who is resourceful.
- Experience in managing employees.
- Good knowledge of MS Office products: Word, Excel, PowerPoint.

Conditions of Selection

- Criminal Record Check and Vulnerable Sector Check.
- Valid Class 5 Driver's License with a clean abstract.

Please send your resume and cover letter to ed@nbshf.ca before August 28th at 16:00.

Anticipated start date of September 28th. Only candidates selected for an interview will be contacted.