



Executive Director

Rugby New Brunswick (Rugby NB)

Location: New Brunswick (Hybrid/Flexible Work Arrangement)

Position Type: Full-Time (37.5 hours per week)

Salary: \$55,000 annually

Reports To: President of the Board of Directors

Direct Reports: Performance Coach, Rugby Development Officer (RDO)

About Rugby NB

Rugby New Brunswick (Rugby NB) is the provincial governing body for rugby in New Brunswick. We are committed to growing participation, supporting excellence, and creating positive rugby experiences for players, coaches, officials, volunteers, clubs, and communities throughout the province.

Rugby NB is seeking a dynamic and collaborative Executive Director to lead the organization and support the continued growth and sustainability of rugby across New Brunswick.

Position Summary

The Executive Director serves as the chief administrative officer of Rugby NB and is responsible for the day-to-day leadership and management of the organization. Working closely with the Board of Directors, the Executive Director leads organizational operations, financial management, stakeholder relations, funding initiatives, and strategic planning while providing supervision and support to the Performance Coach.

The successful candidate will be a relationship builder, effective communicator, and organizational leader who can balance strategic priorities with hands-on operational responsibilities.

Key Responsibilities

Organizational Leadership

- Implement Rugby NB's strategic plan and annual operational priorities.
- Provide leadership and recommendations to the Board of Directors.
- Support board committees and attend board and committee meetings.
- Ensure organizational compliance with governing documents, policies, and regulations.
- Foster a positive, inclusive, and collaborative organizational culture.

Staff Leadership

- Supervise, mentor, and evaluate the Performance Coach and RDO
- Support the development and delivery of annual work plans.
- Ensure alignment between technical programming and organizational objectives.
- Encourage professional development and continuous improvement.

Financial Management

- Develop and manage annual operating budgets with the support of the treasurer.
- Monitor revenues, expenditures, and financial performance.
- Prepare financial reports for the Board of Directors.
- Work in collaboration with the organization to prepare submissions for external accountants, auditors, and funding agencies.
- Ensure sound financial controls and responsible stewardship of organizational resources.

Funding and Revenue Development

- Lead grant applications, funding agreements, and reporting requirements.
- Maintain relationships with funding partners, including but not limited to government agencies, Rugby Canada, and Sport New Brunswick.
- Pursue sponsorship, partnership, and fundraising opportunities.
- Support initiatives that strengthen long-term organizational sustainability.

Club and Membership Support

- Build strong relationships with member clubs throughout the province.
- Support club development and organizational capacity-building initiatives.
- Respond to member inquiries and support effective communication with stakeholders.
- Assist with registration, and administration of membership services, and organizational programs.

Stakeholder Relations

- Serve as Rugby NB's primary liaison with external partners and stakeholders.
- Represent Rugby NB at provincial and national meetings, conferences, and events.
- Foster collaborative relationships with schools, municipalities, community organizations, and sport partners.

Program Oversight

- Provide organizational oversight of rugby development programs.
- Support the Performance Coach in the delivery of:
 - Coach development initiatives.
 - High-performance player development.
 - Provincial team programming.
 - Long-term athlete development pathways.
 - Monitor program outcomes and ensure alignment with Rugby NB priorities.

Communications and Administration

- Oversee organizational communications and member engagement.
- Support website, social media, and promotional initiatives.
- Maintain organizational records and reporting requirements.
- Coordinate annual meetings, awards programs, and special events.

Safe Sport and Risk Management

- Ensure compliance with Safe Sport requirements and policies.
- Support participant screening and risk management processes.
- Maintain organizational insurance and safety protocols.

Working Conditions

- Flexible work environment with a combination of remote and in-person responsibilities.
- Some evening and weekend work is required to support events, competitions, meetings, and organizational activities.
- Travel throughout New Brunswick and occasional out-of-province travel may be required.

Qualifications

Required

- Postsecondary education in sport management, business administration, recreation, communications, or a related field, or an equivalent combination of education and experience.
- Experience in sport administration, non-profit management, or a related field.
- Experience building relationships with volunteers, boards, partners, and stakeholders.
- Demonstrated experience in budget and record management.
- Excellent written and verbal communication abilities.
- Ability to work independently and manage multiple priorities.
- Functional knowledge of MS Office products or Google Workspace

Preferred

- Experience working with a provincial sport organization, community sport organization, or non-profit organization.
- Knowledge of rugby and the Canadian sport system.
- Experience with grant writing and sponsorship development.
- Experience supervising staff or volunteers.
- Bilingualism (English/French) is considered an asset.

Conditions of Selection

- Criminal Record Check and Vulnerable Sector Check.
- Valid Class 5 Driver's License with the ability to travel across New Brunswick

Compensation and Benefits

Salary: \$55,000 annually

Additional benefits include:

- Flexible work schedule.
- Professional development opportunities.
- 3 weeks of paid vacation, and 5 paid sick days per year.
- Pre-approved travel and mileage expenses are reimbursed according to internal policies.
- Option to opt in to the organization's benefits plan.
- Opportunity to help shape the future of rugby in New Brunswick.

Application Process

Interested candidates should submit:

- Cover Letter
- Resume

Applications should be sent to:

Rugby New Brunswick (Rugby NB)

president@rugbynbc.ca

Application Deadline: Thursday, November 6th, 2026

Rugby NB is committed to creating an inclusive and welcoming environment for all participants and encourages applications from individuals of diverse backgrounds, experiences, and identities.

Join Rugby NB and help lead the growth and development of rugby across New Brunswick.