

Executive Director

Organization: Dive Sask

Location: Saskatchewan – Regina or Saskatoon preferred; other locations considered (remote-friendly; some in-province travel required)

Employment Type: Permanent, 80% time (approx. 30 hrs/week), hybrid working model

Salary: Competitive, based on experience

About Dive Sask

Dive Sask is the provincial governing body for competitive springboard and platform diving. We develop athletes, support coaches and officials, and grow the sport from grassroots programs to the national and international stages. We are a passionate organization with a big mandate and an exciting strategy underway.

The Opportunity

We are looking for a motivated, organized leader to serve as our Executive Director. This is an operational leadership role — you will keep the organization running, manage finances and funding, support the Board, oversee technical staff, and help us grow the sport across Saskatchewan. You don't need to know how to dive. You do need a savvy business mindset, love sport, be great with people, and thrive in a small-team environment.

What You'll Do

- Manage finances: budgeting, bookkeeping, reconciliation, and audit preparation
- Write and manage funding applications (Sask Sport, NSO grants, and more)
- Support the Board: reports, agendas, policy maintenance, and governance compliance
- Supervise and support two High Performance Coaches (Regina and Saskatoon)
- Coordinate membership, Safe Sport compliance, and club affiliation
- Lead rural and community expansion efforts — new programs, new partnerships
- Manage website, social media, awards, events, and marketing

What We're Looking For

- 3+ years in a non-profit, sport, recreation, business or public sector administrative or leadership role
- Financial literacy: comfortable with budgets, reconciliation, and funding reports
- Experience with grants or funding applications
- Experience operating within Policy Governance Board model
- Strong communicator — written, verbal, and interpersonal
- Self-starter who can manage multiple priorities independently
- A business diploma or bachelors degree (focus areas may include: Kinesiology, Administration/Business, Sport Management, Recreation and Tourism)
(or equivalent combination of education and experience)

Bonus Points For

- Experience with provincial sport organizations or the Sask Sport funding system
- Familiarity with Safe Sport frameworks and screening processes
- Digital skills: WordPress, social media, or basic design tools

Required

- Must be eligible to work in Canada.
- The successful candidate will be required to provide a Criminal Record Check as a condition of employment.

How to Apply

- Application deadline: April 13, 2026
- Send a resume and a brief cover letter outlining your relevant experience to:
DiveSaskJobs@gmail.com — Subject: Executive Director Application

Dive Sask is committed to building a team that reflects the diversity of Saskatchewan. We welcome applications from all qualified individuals.