



Job Posting: Executive Director

The National Ski Academy (NSA) is an independent boarding school with a mission to provide an environment to maximize individual potential through the pursuit of alpine ski racing excellence, academic achievement, and personal growth. It was established in 1986 by coaching legend Jurg Gfeller, who is still an integral part of the organization.

2025/2026 will be an exciting year as we look to evolve our athletic programming. As part of our program expansion, we are seeking an Executive Director to oversee and ensure implementation of an extraordinary world class Alpine program aligned with a strong education focus. The Executive Director will be instrumental in NSA's future as we continue to be the Canadian high-performance ski racing academic destination for top young athletes.

Job Summary

The Executive Director is the key management leader of the National Ski Academy. The Executive Director will have overall strategic and operational responsibility for the National Ski Academy's administration, finance, employees, athletics, academics, house and property. Other key duties include fundraising, marketing, and community outreach. This position will be responsible for ensuring NSA's programs carry out the organization's mission. The Executive Director reports directly to the Board of Directors.

About the NSA

The National Ski Academy offers an ideal balance for our student athletes. In addition to elite ski racing programs, the NSA prides itself on its comprehensive academic programs and "*education that travels*". We are an Ontario Ministry-inspected private school offering courses at the university level for grades nine through twelve. Our home at 200 Oak Street in Collingwood, Ontario, Canada provides the facilities necessary for Canadian and international alpine athletes to pursue their ski racing dreams. *Tornaveen*, the 12,000 square foot mansion, offers a gymnasium, weight room, tuning facilities, classrooms, study hall, boarding facilities, and a kitchen with a full-time chef.

Application Process

Candidates will be reviewed upon submission. Please send a resume and covering letter to Sarah Marriott (smarriott@nsa.on.ca) by April 23.



National Ski Academy: Executive Director

The Executive Director will be thoroughly committed to the National Ski Academy's mission. All candidates should have proven leadership, coaching, and relationship management experience.

Responsibilities:

- Ensure ongoing corporate excellence, rigorous corporate evaluation, and consistent quality of finance and administration, fundraising, communications, and system; recommend timelines and resources needed to achieve the NSA strategic goals.
- Provide leadership in developing programs, organizational and financial plans.
- Actively engage & effectively communicate with all stakeholders: parents, students, staff, supporters, alumni, board, sponsors, donors.
- Maintain a culture which attracts, retains and motivates staff.
- Provide leadership and input for all strategic plan implementation processes. Coach employees as they implement the strategic plan.
- Create and implement operational and organizational policies and procedures and ensure adherence to them.
- Fiscal management: Oversee the development and maintenance of all financial practices, create annual budget, review monthly financial statements & report to the board the financial condition of the organization.
- Integrate technology, systems, and data management tools to support operations and programs.
- Hire, lead, coach & develop employees with ongoing employee performance reviews.
- Maintain a working knowledge of significant developments and trends in the field.
- Drive fundraising, advancement, and alumni relations activities, with active participating in these activities as needed.
- Lead NSA fundraising events: Snow Ball, Golf Day, Raffle and other events.
- Report to the board, at least monthly, on achievement of organizational goals and financial status.
- Establish strong relationships and cooperative arrangements with community groups and organizations.
- Represent the programs and point of view of the NSA to agencies, organizations, and the general public.

Qualifications & Demonstrable Experience:

- Strong business acumen
- Minimum 10-15 years of experience in a senior program management position.
- Experience working with a Board of Directors
- Fundraising experience
- Proven leadership abilities, highly organized with an attention to detail
- Action-oriented, entrepreneurial, flexible, and innovative approach to operational management



- Ability to coach employees, manage, and develop high performance teams, set and achieve strategic objectives
- Ability to prepare and manage budgets, including budget oversight experience
- Demonstrated experience working with different stakeholders in a team environment
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills
- Use analytical thinking to make critical decisions and solve business problems
- Ability to look at situations from different points of view
- Delegate responsibilities effectively
- Commitment to high professional ethical standards;
- Fluency in other languages (*i.e. French, Spanish, German*) would be an asset.