

RECRUITMENT OF EXECUTIVE DIRECTOR

Introduction:

Singapore Bowling Federation (SBF), formerly known as Singapore Tenpin Bowling Congress, was constituted in 1963 at a time when the sport of Tenpin Bowling was strictly for the recreational past time of a privileged few. SBF is the National governing body of the Sport of Tenpin Bowling in Singapore and recognized as such by the Singapore National Olympic Council (SNOC) and the Government, the latter through its Ministry of Sports (MCCY) and the Sport Singapore (SportSG). It is also recognized as such by the Asian Bowling Federation (ABF), the World Bowling (WB). SBF's mission is to make Singapore "Top of Mind" country associated with Tenpin Bowling.

Singapore Bowling Federation is looking for candidate to fill up the position of "Executive Director". This contract term will be for 2 years and is renewable subject to performance and discretion of the Federation's Council.

Candidate should possess the following:

Qualifications

First degree or similar level qualification in sports or management-related discipline or evidence of the equivalent practical management experience

Experience

- Experience as a Senior Manager/Director within a Sport related environment and/or with SME/MNC management responsibilities.
- Experience in developing and maintaining of all operational aspects of previous companies.
- Experience in pursuing and participating in outside funding opportunities including, but not limited to, foundation giving, grant development, business and industry partnership/sponsorship, and other support possibilities.
- Experience in preparing budgets, delivering these against agreed programmes, and monitoring their expenditure
- Experience in managing staff teams, both salaried and volunteer
- Demonstrable track record of implementing change programmes

Behavioural Competencies:

- The ED should be an entrepreneurial, innovative, and visionary leader, instrumental in strengthening relationships and building new partnerships with business and industry.
- Ability to build trust and work in partnership with the Council, and to leverage their knowledge and experience
- Excellent team leadership skills with the capability to manage and inspire all employees
- Possesses High-level communication skills with well-developed active listening skills showing an ability to take direction as well as to direct
- Outstanding commitment to the development of sport and the Olympic ideal
- Dynamic and enthusiastic leader with vision and ability to develop strategic goals and implement them
- High level drive and determination to succeed
- Commitment to equity and diversity

The Role & Responsibilities of ED

The Executive Director ("ED") is responsible for leading the development and execution of the SBF's long term strategy with a view to creating shareholder value. The ED's leadership role also entails being ultimately responsible for all day-to-day management decisions and for implementing SBF's long and short term plans. The ED acts as a direct liaison between the Council and Management of the Federation and communicates to the Council on behalf of management. The ED also communicates on behalf of the Federation to shareholders, employees, Government authorities, other stakeholders and the public. His/her roles includes but not limited to:

- Works with the Technical Director, General Manager: Executive Director to conceptualise, plan, drive and manage all SBF initiatives and related businesses to achieve the targeted growth (Sponsorship, Revenue Streams, High Performance)
- Supports operations and administration of Council by advising and informing Council members, interfacing between Council and staff, and supporting Council's evaluation of chief executive
- Oversees design, marketing, promotion, delivery and quality of programs, products and services
- Recommends yearly budget for Council's approval and prudently manages Federation's resources within those budget guidelines according to current laws and regulations
- Effectively manages the human resources of the Federation according to authorized personnel policies and procedures that fully conform to current laws and regulations
- Assures the Federation and its mission, programs, products and services are consistently presented in strong, positive image to relevant stakeholders
- Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation
- Lead, in conjunction with the Council, the development of SBF's strategy, overseeing the implementation of SBF's long and short term plans in accordance with its strategy; ensuring the Federation is appropriately organized and staffed and to have the authority to hire and terminate staff as necessary to enable it to achieve the approved strategy;
- Ensure that expenditures of the Federation are within the authorized annual budget, assessing the principal risks of the Company and to ensure that these risks are being monitored and managed.
- Ensure effective internal controls and management information systems are in place and that the Federation has appropriate systems to enable it to conduct its activities both lawfully and ethically;
- Communicate effectively with shareholders, employees, Government authorities, other stakeholders and the public
- Keep abreast of all material undertakings and activities of the Federation and all material external factors affecting the Federation and to ensure that processes and systems are in place to ensure that the Council and management of the Federation are adequately informed;
- Ensure that the Council Members are properly informed and that sufficient information is provided to the Council to enable the council members to form appropriate judgments.
- Ensure the integrity of all public disclosure by the Federation.
- Sit on committees of the General Council where appropriate as determined by the Council
- Abide by specific internally established control systems and authorities, to lead by personal example and encourage all employees to conduct their activities in accordance with all applicable laws and the Federation's standards and policies, including its environmental, safety and health policies.
- Maintain a proactive relationship with Federation, government, staff, sponsors and stakeholders as well as to develop new relationships with existing and new sponsors / partners.
- The ability to undertake extensive travel and after hours work.

Kindly forward resume with cover letter to
general@singaporebowling.org.sg

Attn: Chairman, HR Sub-Committee