



POSITION TITLE: Manager of Finance and Business Development

EMPLOYMENT TYPE: Full-time

REPORTS TO: Executive Director

LOCATION: Ontario

Lacrosse Canada (LC) is the national governing body of Canada's National Summer Sport. Lacrosse Canada is comprised of 10 provincial and one Indigenous association nationwide and has over 70,000 participants, including coaches, officials, and athletes of all ages and abilities. Lacrosse Canada sanctions over a dozen national championships and the participation of Team Canada at all international events sanctioned by World Lacrosse.

Lacrosse Canada's current mission statement is to promote, develop, and preserve the sport of lacrosse and its heritage as Canada's national sport.

Lacrosse Canada headquarters are based in Oshawa, ON. The organization has eight full-time staff members dedicated to operations, administration, marketing, partnerships, communications, athletic and technical development, and the highly qualified coaches operating the National teams. It is governed by an elected independent Board of Directors.

To learn more about Lacrosse Canada, please visit: <https://www.lacrosse.ca/>

The Future of Lacrosse in Canada:

With the inclusion of Sixes as a demonstration sport in the 2028 Los Angeles Olympic Games, Lacrosse Canada is at an inflection point and poised for significant growth. LC's mandate is to significantly increase exposure and generate critical funding through sponsorship, government funding, donations, events, and fees. These funds are used to develop the following:

- Sport marketing, branding, and promotion.
- Hosting of national box, field, and sixes lacrosse events
- Increase participation in the sport across the country
- Compete at the highest level on the world stage
- Coaching and Officiating programs and certification

Lacrosse Canada is committed to a future focused on stronger governance, heightened transparency, and accountability to our members.

Manager of Finance and Business Development of Lacrosse Canada:

The Manager of Finance and Business Development will take the lead for Lacrosse Canada's (LC) to understand the organizations key financial needs, priorities and challenges. This includes programs, events, operational costs and new initiatives. The Manager of Finance and Business Development role requires an experienced finance and operations professional who is a thorough and creative thinker passionate about advocating for the sport of Lacrosse in Canada. The role will support the Lacrosse Canada Team and the BOD, as well as member organizations and external partners such as the Government of Canada, Sponsors, and Members, all of which are paramount to the success of Lacrosse Canada. As Manager of



Finance and Business Development, you will be responsible for driving those mentioned above, as well as delivering the finance, administration, and economic operational growth priorities of Lacrosse Canada as agreed upon with the Board of Directors.

Responsibilities of the Manager of Finance and Business Development:

Operational Management -(50%- HR Policy, Risk Management, Compliance, Grants)

- Identify and promote department collaboration opportunities that enhance our delivery of asset protection services.
- Revenue Estimation: Work together to estimate the revenue sources such as membership fees, sponsorships, government grants, and other fundraising efforts.
- Expense Forecasting: Determine and categorize expected expenses (e.g., staff salaries, travel costs, event expenses, marketing, equipment)
- Budget Structure: Create a comprehensive and organized budget document that divides the budget into categories like administration, programs, events, marketing, and others
- Input from Departments: Gather input from other departments (e.g., communications, marketing, and operations) on their budget needs
- Career Development: Assisting employees with professional growth through mentorship, educational programs, and career-path planning.
- Equal Opportunity Employment: Ensuring the organization maintains policies of fairness and non-discrimination.
- Policy Development: Creating and enforcing workplace policies, ie. Risk management, financial
- Monitoring Compliance: Ensuring employees and the organization comply with HR policies and standards.

Business Development- (25%-Driving the growth of lacrosse through new business opportunities)

- Conduct research to identify new business opportunities, trends, and emerging markets in the sports industry.
- Analyze competitors, consumer behavior, and industry developments to identify potential areas for growth.
- Assess market conditions, customer needs, and emerging trends to recommend new products or services.
- Work with sponsorship and partnership colleagues, and collaborations that align with the organization's goals.
- Manage and strengthen ongoing sponsor and partner relationships. Provide logistical and organizational support for Board membership and appointment processes, including Board Recruitment, and Board elections and committee membership processes;
- Negotiate contracts, agreements, and terms with partners, sponsors, and other stakeholders.
- Ensure deals align with business objectives and provide value for both the company and partners.
- Work with legal and finance teams to ensure all agreements are properly executed.
- Continuously explore innovative ideas to differentiate the organization and attract new business.

Finance-Finance (Grants, Financial reporting) : 25%

- Collaborate with LC's Executive Director in the development and management of Lacrosse Canada's budgets and P&L;



- Oversee all financial operating processes and analyze results and ensure compliance with Federal funding/grants;
- Create long-term financial and organizational sustainability to ensure consistent year-over-year programming;
- Establish and maintain financial reports/prepare financial budgets and plans;
- Analyze financial statements to pinpoint areas of risk and/or potential weak areas;
- Supervise account reconciliation, manage all accounts and update journal units;
- Oversee month-end closing of accounts, identify issues, compare with year-ago results and projections;
- Manage all external filings and prepare management reports;
- Determine and verify systems and oversee processing of all financial data;
- Manage financial policies and ensure compliance to these policies;
- Provide support to the Finance Team to ensure records systems are maintained in accordance with generally accepted auditing standards, including:
 - *Monthly & Quarterly preparation of Finance Statements*
 - *Management of investments and cash flow requirements*
 - *Maintain year-end working papers and spreadsheets, and assist with preparation for any audits or independent reviews with Finance Committee*
 - *Monthly reconciliations*
- Maintain current knowledge of regulatory changes and impacts on the organization's books of account;
- Maintain an accurate and complete trail of supporting documentation for all financial and bookkeeping activities;
- Ensure the accuracy, completeness, integrity, and disclosure of the organization's financial statements through appropriate policies, procedures, and internal controls; and Utilize the skills, experience, and backgrounds of the Board to the best value for Lacrosse Canada.

Key Capabilities:

- A dynamic and effective professional who inspires and positively influences those with whom you work;
- Excellent communication skills, both verbal and written, enabling you to present with conviction;
- A strategic thinker with the ability to create and articulate a vision, with the capacity to plan and prioritize and problem solve;
- Strong financial acumen and diligent attention to detail;
- Approachable and trustworthy, as evidenced by excellent people skills, and enjoy developing positive relationships across a wide range of stakeholders;
- A track record of operating with the highest level of integrity, professionalism, and accountability;
- Superior organizational skills and managing the impacts of competing deadlines and priorities;
- Comfortable working autonomously at times and taking the initiative in an increasingly agile work environment;
- Collaborate well within a diverse workforce and with a wide variety of internal departments as well as government partners;
- Demonstrate a high ethical regard and accountability;
- Leads and advises on best practices in governance, risk management, and compliance;



- Champions the compliance framework to safeguard organizational integrity;
- Promotes and acts as a sounding board on standards of ethical and corporate behaviour;
- A proactive approach to increasing Indigenous participation in lacrosse that illustrates a thorough understanding of Canadian history and the resulting challenges and barriers faced by Indigenous people;
- Balances the interests of the board, management, and other stakeholders.

Selection Criteria:

Candidates applying for the Manager of Finance and Business Development role will require a range of personal and professional skills, including:

- 3-5 years of relevant experience in a policy, governance, regulatory, legal, or related role, preferably within a corporate or government organization of comparable size and complexity to Lacrosse Canada.
- Post-secondary degree or diploma in a related field. Equivalent experience will be considered. Degree in accounting, finance or a related field preferred
- Demonstrated passion for sport and a genuine understanding and respect for the opportunities and health, social, and other benefits that lacrosse presents to the Lacrosse Canada community;
- Solid financial acumen, including the capacity to interpret and report on financial statements and experience in the management of an operating budget of approximately \$1.5 million;
- First-hand knowledge of the complexities of a multi-level sports member-based organization as well as Lacrosse Canada's event and its respective Divisions;
- Related experience in government or financial corporations is an asset.

Key Relationships:

As Manager of Finance and Business Development you will work with and carefully with several key relationships, including:

- Lacrosse Canada Management and Staff
- Lacrosse Canada President.
- Lacrosse Canada Board Members (Including various committees)
- Member Associations/Clubs of Lacrosse Canada
- Local communities, including Indigenous communities and their designated leadership
- Athletes, Coaches, and Officials
- Sponsors and Supporters
- Alumni of Lacrosse Canada
- Sport Canada



Commitment to Role:

The Manager of **Manager of Finance and Business Development** Canada is required to work full-time hours in a hybrid environment and spend a portion of their time in Oshawa, Ontario, where the Lacrosse Canada office is located. Due to the nature of the position and the sport of lacrosse, the Manager of Finance and Business Development will be expected to attend events and meetings that may be outside of regular working hours to build and foster internal and external stakeholder relationships.

Remuneration:

An attractive compensation package will be offered, commensurate with the experience and skills of the successful candidate and the nature of a national sport organization.

Expressions of Interest:

Should you be interested in pursuing this leadership opportunity, all applicants are invited to confidentially submit** their resume for consideration to:

Barbara Lockhart
SmartHire Human Capital Solutions
barbara@smarthire.solutions

Please include in the subject line of your email: Lacrosse Canada Manager of Finance and Administration

**Applications will be held in confidence until presented to the Executive Director of Lacrosse Canada. The Lacrosse Canada Staff and the BOD at large will not be privy to expressions of interest.

Lacrosse Canada is an equal-opportunity employer committed to fostering a diverse and inclusive work environment within an exciting and challenging work environment.