



JOB POSTING

Baseball Canada is searching for a Senior Director of Operations

Baseball Canada, located in Ottawa, Ontario, is the national governing body for baseball in Canada and is made up of 10 provincial associations representing players, coaches and umpires nationwide. Baseball Canada is a member of both the Canadian Olympic Committee and the World Baseball Softball Confederation (WBSC). It is funded and recognized by Sport Canada and Canadian Heritage and is recognized by Revenue Canada as having charitable status.

General Accountability

The Sr. Director, Operations reports to the Chief Executive Officer (CEO) and is responsible for the development of all corporate communications, Public Relations and delivery of National Programs including events (National Championships) and Development youth baseball initiatives. The Sr. Director provides leadership and direction to staff to ensure the effective implementation and delivery of programs, services, events, and organizational priorities in alignment with the vision, mission, and values of the organization.

The Sr. Director is accountable for overseeing the day-to-day operations of multiple departments within the organization, ensuring operational alignment, supporting provincial member organizations, and implementing strategic priorities established by the CEO and Board of Directors. The Sr. Director works closely with the CEO to ensure organizational resources, systems, staff, and operational processes support the successful achievement of Baseball Canada's objectives.

Key Accountabilities:

1. Supports the CEO in executing Baseball Canada's strategic plan by translating strategic priorities into operational plans and measurable outcomes.
2. Oversees all grassroots Development programs for Baseball Canada, ensuring effective coordination and operational alignment with provincial partners. Programs include Rally Cap, National Coach Certification Programs, Baseball5, training for Officials and Safe Sport requirements. Working with the provincial associations to manage Baseball Canada's Long Term Athlete Development priorities will be essential.
3. Provides leadership and operational oversight to Directors, Managers, and staff.
4. Maintains operational relationships with provincial baseball organizations and Executive Directors.

5. Oversees operational planning and execution related to national championships, events, meetings, and logistics.
6. Develops organizational systems, procedures, and accountability frameworks.
7. Supports the CEO in budget oversight, operational planning, and resource allocation.
8. Oversees operational human resource activities including staff coordination and performance management.
9. Ensures compliance with governance standards, safe sport requirements, and applicable legislation.
10. Supports stakeholder relationships and implementation of organizational priorities.
11. Champions a collaborative and service-oriented organizational culture.
12. Provides operational updates and recommendations to the CEO.
13. Engages in continuous learning and professional development.

Description

Baseball Canada is the national governing body for baseball in Canada and is comprised of 10 provincial associations representing players, coaches and umpires nationwide. The Sr. Director is responsible for overseeing the operational execution of the organization's strategic priorities and ensuring the effective delivery of programs, services, organizational initiatives, and operational activities.

The Sr. Director serves as the primary operational liaison with provincial baseball organizations and Executive Directors and supports the implementation of national initiatives, operational coordination, communication systems, and organizational alignment throughout the baseball system in Canada.

The incumbent is expected to identify operational challenges, improve organizational systems and processes, establish accountability structures, and support a workplace culture focused on collaboration, professionalism, service excellence, and continuous improvement.

Dimensions:

Employees	3 Direct reports
Annual Department budget:	Approximately \$1.5 Million
Oversees Program delivery:	Grass roots - Rally Cap & Baseball Long-term Athlete Development Coaching & Officials Programs Communications and Social Media National Championships

Qualifications and Education Requirements:

- Bachelor's degree in Business Administration, Commerce, Sports Management or related field
- Minimum 10 years management experience
- Minimum three years of experience in financial management including budget planning and execution, financial statements, etc.
- Bilingualism is preferred (English/French)

Knowledge and Technical Skills:

- Comprehensive knowledge of all aspects of the Canadian sports industry
- Comprehensive knowledge of the CAC (Coaching Association of Canada) and COC (Canadian Olympic Committee)
- By-law related to the general conduct of the affairs of the Canadian Federation of Amateur Baseball/Fédération Canadienne de Baseball Amateur, (Baseball Canada), a federal corporation incorporated under the Canada Corporations Act (S.C. c. C-32) and continued under the Canada Not-For-Profit Corporations Act (S.C. 2009, c. 23)
- Knowledge of financial management principles
- Proficient in Microsoft Office

Key Competencies:

- Leadership skills
- Strategic planning
- Relationship building
- Impact and influence
- Business acumen
- Integrity
- Interpersonal communication skills
- Problem solving and decision making
- Creative thinking
- Entrepreneurial drive

Working Conditions

The Sr. Director is required to work in an office setting, requiring extensive use of a computer and extensive hours in a sitting position. The Sr. Director must also be able to stand/sit for long hours at the baseball field when required. The Sr. Director will be required to work a standard work week (35-40 hours per week) and may be expected to work non-traditional work hours such as weekends, evenings, and holidays if there is an event occurring in that time frame. Local, national, and international travel will be required as necessary to attend multiple events

(i.e. Championships) hosted by Baseball Canada. There is a strong preference for the role to be based in Ottawa, ON.

Compensation

Salary Range is \$90,000 - \$120,000 commensurate with qualifications and experience.

The position comes with a health and dental benefits package and Group RRSP matching plan.

Application

Candidates are asked to submit a cover letter and resume by 9am ET on Friday August 21, 2026. The cover letter and resume should clearly demonstrate evidence of alignment to the key responsibilities, experience, and qualifications listed.

Applications or any questions regarding the position can be directed to careers@baseball.ca