



JOB OPPORTUNITY: GENERAL MANAGER

Position Overview

The Kimberley Nordic Club (KNC) is a place where everyone is encouraged to embrace Nordic skiing as part of an active outdoor lifestyle, with quality trails, facilities, and opportunities for learning, through community cooperation, and a commitment to sustainability.

The Club is seeking a General Manager (GM) with the vision, motivation and collaborative spirit to oversee and further develop our thriving Nordic community. The GM will supervise KNC staff and volunteers to ensure operations at KNC are efficient and aligned with the club's mission, vision and values. We seek a candidate with strong leadership skills and one who will work collaboratively with the Board of Directors to achieve strategic goals.

Responsibilities

The General Manager is accountable to the Board while reporting directly to the Club President. Roles and responsibilities include:

- Managing day-to-day operations of the club
- Financial management, including organizational and program-specific budgets, payroll, and invoice processing
- Fundraising (grant applications, sponsorships, donations, special events, etc.)
- Member communications (newsletters, website management, social media, media releases, and events calendar)
- Overseeing ski and biathlon program delivery
- Implementing club policies, procedures and strategic plans
- Providing reports and recommendations to the Board



- Coordinating facility use for races, special events, and off-season activities
- Building strong relationships with stakeholders

The detailed job description is available [here](#).

Qualifications

- Management experience that includes supervision, administration, and project management
- Excellent written and verbal communication skills
- Excellent interpersonal skills, high ethical work standards, and proven ability to work in a team environment
- Experience developing and writing successful proposals and grants
- Experience developing and implementing organizational budgets and subsequent financial tracking
- Proficient computer skills (Google Workspace, website development and maintenance, Zone4 registration system, etc.)
- Operational, managerial, and/or administrative experience at a Nordic centre (preferred) or other recreational facility
- Experience working within non-profit organizations
- Knowledge of Nordic skiing and biathlon programs for youth and adults

Compensation

This is a full-time position (1800 hours annually) with the number of hours worked per week varying seasonally (~40 hours per week October to March, ~30 hours per week April to September). This position offers a competitive compensation package, with an annual salary range of \$60,000 to \$67,000 inclusive of benefits, based on qualifications.

Application Process

Please submit your resume and cover letter to president@kimberleynordic.org by Sunday, May 24, 2026.