Job Description for
AIBA Boxing Academy Director

1. **Position Description:**

The AIBA Boxing Academy Director shall be responsible for the general oversight, direction and for the operations of the Academy.

The AIBA Boxing Academy Director shall be a dynamic leader who will embrace and advance the mission and the vision of the Academy. He/she should be able to produce and maintain high academic achievement for all participants in a healthy and secure environment. As an excellent communicator and community builder, he/she needs to be able to motivate all participants through the development of plans and strategies that will guide the future growth and advancement of the Academy.

The AIBA Boxing Academy Director will have to report key issues to AIBA Director of External Relations & Development. In addition, he/she will be requested to provide reports required both by AIBA President and/or Executive Director on a regular basis.

2. **Duties:**

A. General Administration:
   a. Manage all personnel matters including hiring of staff
   b. Supervise daily office operations
   c. Handle all internal and external communications
   d. Represent the office in any legal and administrative issues

B. Relations with National Federations/Associations:
   a. Develop programs to upgrade communication with all national federations/associations
   b. Prepare all matters related to participation of boxers, coaches, R&Js, medical doctors, etc.

C. Program Management:
   a. Develop daily programs for each category of enrolled participants
   b. Manage all certified programs
   c. Manage yearly distribution of registrations

D. Marketing and Communications:
   a. Generate marketing revenues for AIBA
   b. Manage relations and matters linked to sponsors and marketing programs
   c. Responsible for developing new marketing programs by creating new events and marketing projects
   d. Responsible for implementing various communication activities to enhance the image and brand value of the Academy

E. Finance and IT, Logistics:
   a. Supervise all financial related transactions
   b. Responsible to maintain the highest transparency of the finance system and environment and adherence to AIBA financial guidelines
   c. Manage most economic logistic arrangements for the Academy
   d. Maintain the most effective IT system in the Academy in order to develop the most efficient office operations

F. Relations with Local Community:
   a. Develop close relationships with the local government and communities in order to maximize their full support
   b. Develop various programs for the social activities of all participants during their stay at the Academy
   c. Seek support to provide continuing education programs for selected participants – boxers

3. Required Qualifications:

- Experience in the field of the sport of boxing for over 5 years
- Experienced administrator
- Strong managerial, organizational, planning, commercial and leadership skills
- Ability to prepare, analyze and monitor budgets
- Ability to develop and implement programs
- Fluent in English; knowledge of Spanish and French preferable
- Ability to maintain composure in stressful situations
- Outgoing, positive individual, excellent inter-personal skills

4. Compensation:

- Salary commensurate with job responsibilities (competitive figure)
- Expatriate allowances if hired outside Canada
- After having been hired, the Director must live in Canada

5. Application Guidelines:

- Required Submissions: Cover letter, resume in English and photo
- Submissions to be sent no later than December 15, 2008 to Ms Patricia Steulet, Director of External Relations & Development to the following address:
  AIBA
  Avenue de Rhodanie 54
  1007 Lausanne
  Switzerland
  Email: patricia.steulet@aiba.org
- Any further questions, please contact Ms Steulet.