



Badminton Pan Am Confederation is seeking a Director of Development for a full-time position to join its head office in Lima, Peru.

JOB DESCRIPTION

Director of Development

Badminton Pan Am is the Continental Confederation administering the sport of badminton in Pan America. There are currently 8 full time employees supporting 37 Member Associations.

The Director of Development will be responsible for the overall management of the Development areas within Badminton Pan Am, including oversight of Development Programmes, Membership Development, Para Badminton and Gender Equity.

The work will include some travelling and some flexibility in working hours will be required.

Relevant Working Areas

- Development & Sport for All – Shuttle Time, Coach Education, AirBadminton
- High Performance – Player Development & Player Pathways
- Member Structures – Administration & Event Management Courses for MAs
- Para Badminton – Participation & Player Development
- Gender Equity – Programmes, Scholarships & Pathways

Areas of Responsibility

- Strategic plan for the relevant working areas
- Delivery and reporting against KPI's
- BWF applications, planning, budgeting and reporting
- Communication with relevant committees
- Management of Development staff

Management

- Annual Budgeting, Planning and Reporting for the Development area
- Setting and reviewing of Annual Development plans and KPIs
- Management of staff and developing staff work programmes
- Conducting annual performance reviews with staff

Qualifications

- You have experience working with strategies and the relevant implementation
- You have experience dealing with budgets and accounts
- You have experience in project planning, delivery and reporting
- You have experience managing staff
- You have a university degree of 3-5 years duration
- You have experience working with a High-Performance environment
- You have experience working in the area of Sports Development
- You have good knowledge of the BWF and BPAC Programmes
- You are fluent in written and spoken English & Spanish



- You are familiar with the world of badminton
- You have initiative and personal drive
- You can work and deliver within deadlines
- You are comfortable working with Microsoft Office

The successful candidate will have to re-locate to Lima, Peru and should have the necessary work permissions to work in Peru.

Remuneration: Competitive, based on level of experience

The preferred candidate should fit in well in a dynamic environment.

Interested applicants are invited to send a written application or a video application and a detailed CV by e-mail to;

Pilar Carrillo

Badminton Pan Am Confederation
Chief Operating Officer
pcarrillo@badmintonpanam.org

Please mark the application: Development Director

All applications must reach the above address by **DECEMBER 2nd** . Only short-listed candidates will be notified.

The selected candidate is expected to start on or before 1st January 2020.