

CYCLING
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CANADA



JOB POSTING | DEVELOPMENT MANAGER - EDUCATION AND PATHWAYS

Summary of the role

We currently have a vacancy for a Development Manager – Education & Pathways

Reporting to Director Community Growth and Engagement, this is a leadership role responsible for the planning, implementation, and oversight of national education programs for coaches, officials, and athletes across all cycling disciplines. The role combines strategic program development with operational execution to strengthen participant development pathways and support the growth of cycling across Canada. The role also emphasizes program evaluation, stakeholder collaboration, and financial sustainability, ensuring education initiatives are impactful, innovative, and scalable across Canada's regional network.

About Us

Cycling Canada is the national governing body for cycling in Canada, established in 1882. The organization aims to inspire Canadians to cycle and develop the sport across the country, from amateur to Olympic/Paralympic levels.

As an organization, our **purpose** is simple: inspire Canadians to cycle. Our **mandate** is to holistically develop our sport, putting more Canadians on bikes from coast to coast and more Canadians on podiums around the world. To that end, Cycling Canada has a bold strategic plan to transform our sport in Canada over the next ten years. We will engage, unite and support our partners to collectively develop our community through high quality programs, events and services that are aligned from coast-to-coast.

Status: Full Time, Permanent Position

Location: This is a hybrid position based out of Cycling Canada's office locations in: Ottawa, ON, Bromont, QC or the Greater Toronto Area. Remote applicants may be considered in exceptional circumstances.

Salary range: \$65,000 – \$80,000 annually, plus comprehensive health benefits.

Specific Responsibilities

The Development Manager – Education & Pathways will support the strategic and operational objectives of Cycling Canada with responsibilities in several key areas. Some of these responsibilities will fall under the direction of the Chief of High Performance Sport

Education Pathways Strategy

- Develop and implement a coherent, long-term education strategy aligned with Cycling Canada's Development objectives and strategy.
- Manage the development, delivery, and continuous improvement of education pathways, certification programs, and learning outcomes across all disciplines.
- Manage and support Learning Facilitators, ensuring effective, recruitment, planning, delivery and performance management.
- Lead the administration of the Coaches Association of Canada (CAC) NCCP Locker
- Lead the Coach Education Committee to support the committee mandate

Coaches' And Technical Officials' Education Pathways

- Oversee the design, implementation and continuous improvement of the Coaches' and Officials' education frameworks.
- Ensure the effective delivery of certification courses, seminars, clinics, webinars and educational activities nation-wide.
- Guide the review and updating of course content to ensure relevance, innovation and alignment with best practices.
- Ensure effective collaboration with UCI and other stakeholders to strengthen education systems across Canada.

E-learning And Digital Education

- Lead the strategic development and implementation of Cycling Canada's e-learning and digital education platform.
- Define and oversee the online education strategy for Coaches and Officials ensuring alignment with in-person education pathways.
- Ensure the development, delivery and continuous improvement of online courses, blended learning solutions and digital resources.
- Monitor user engagement, learning outcomes and platform performance to drive continuous enhancement.

Cycling Canada Hub Network

- Oversee the development, coordination, and continuous management of Cycling Canada's national Hub network, ensuring its alignment with Cycling Canada's strategic objectives and the needs of Provincial Sport Organizations (PSOs).
- Act as the primary liaison with Provincial and PTSOs, key local clubs, and Hub partners to support consistent delivery, shared standards, and national alignment
- Support Hubs and PTSOs in the planning and delivery of coach, official, and athlete education initiatives, ensuring alignment with national education frameworks and Safe Sport requirements

- Collaborate with internal teams and delivery partners to integrate Hub activities into national education pathways, grassroots programming, and workforce development initiatives
- Facilitate the integration of NT HP activities through hub structures, ensuring cross-over collaboration

Program Administration and Financial Oversight

- Direct national grassroots and skills-based programs, ensuring quality, consistency, and alignment with participation and development objectives.
- Collaborate with and provide support to PTSOs and delivery partners.
- Work to expand program reach, and monitor program impact.
- Implement evaluation frameworks, analyze program performance, and report on impact to inform continuous improvement and strategic decisions.
- Oversee budgeting, financial tracking, and development of sustainable business models for education programs.
- Ensure effective budget follow-up and financial compliance across programs.

Qualifications

- University or college degree in Sport Management, Education, or a related field
- Minimum 3–5 years of experience in education program development and implementation, preferably in sport.
- Proven experience in managing coordinating multiple education programs
- Strong understanding of education systems, professional development pathways and capacity building.
- Experience working with provincial/national stakeholders.
- Bilingual in both English and French languages an asset
- Experience working in Cycling or wider Sport industry an asset
- Experience as a sports coach, coach facilitator or coach developer is a strong asset for this role

Skills and Competencies

- Excellent organizational and strategic planning skills.
- Strong analytical, reporting and problem-solving abilities.
- Strong decision-making skills, with a proactive, solution-oriented mindset.
- Effective communicator and educator able to engagement both internal and external stakeholders across technical, operational, and governance contexts.
- Strong sport technical, administrative, and financial management abilities.
- Demonstrated commitment to performance science, innovation, and evidence-based practice.
- Passion, integrity, sound judgment, and self-direction

Travel

On an occasional basis, the Development Manager – Education & Pathways will be required to travel to meetings, events or program activities within Canada. The organization has a compensatory time off policy to cover such travel necessity.

Interested?

If you are a team player, possess the qualifications, the experience that Cycling Canada requires, and are committed to contributing innovative ideas within a collaborative environment, you may be an ideal candidate for this opportunity.

[APPLY HERE](#)

Application deadline: August 4, 2026 at 5pm ET.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. We use Artificial Intelligence (AI) technologies to maintain an efficient, fair and transparent hiring process. Our hiring process is never completely automated, and uses AI in conjunction with our recruiting professionals.

Cycling Canada is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without discrimination.

Criminal record and credit checks will be required of the successful candidate prior to hiring.