



# TRACK AND FIELD / ROAD RUNNING / CROSS COUNTRY

145 Pacific Ave. Winnipeg, MB. R3B 2Z6 • Tel: 204-925-5744 • Fax: 204-925-5792  
www.athleticsmanitoba.com

## Athletics Manitoba

*Achieving Excellence, Maximizing Potential, Inspiring Participation*

**Athletics Manitoba is seeking a new Executive Director.** This position is multi-faceted and will focus on building capacity and effectively delivering programs throughout the province.

Athletics Manitoba is a provincial sport organization that promotes performance excellence, the long-term development of Athletics in Manitoba, and sport for life. We are a volunteer-driven, Athletics-focused, not-for-profit organization that operates under the umbrella of Sport Manitoba. Athletics Manitoba programs are supported and delivered in all seven regions of Manitoba.

### Major Functions

- Serve as the head of staff, providing direction and supervision of all full-time, part-time and seasonal employees to ensure efficient and effective governance in all matters pertaining to the organization;
- Ensure that the well-being and long-term development of the athlete is always the primary consideration of all initiatives;
- Develop and implement a sponsorship plan for increasing revenues in a cost-effective manner. Target objectives include obtaining contributions, contracts, grants, and in-kind donations to support Athletics Manitoba projects and services. Responsible for sponsor prospecting, proposal customization and presentation, contract revision and servicing, sponsor follow-up and support in consultation with the Board of Directors;
- Build and maintain sustainable relationship with Sport Manitoba and Athletics Canada, as well as other local, regional and provincial sponsors and stakeholders;
- Develop, implement and manage of both internal and external communications strategies;
- Lead the organization in developing a new Strategic Plan;
- Work with the technical leadership (coaches, officials) to advance performance and participation priorities based on strategic plan, performance indicators, and identified impacts;
- Provide oversight and reports on the organization's finances and assets including annual budgets, funding/grant applications, ensuring a healthy financial situation;
- Implement creative strategies to increase membership and expand public awareness of Athletics Manitoba's work and programs in the community;

### Sport Specific Priorities

- Foster the development of all aspects of the Athletics community, including athletes on all spectrums of the Run, Jump, Throw, Walk and Wheel event groups.
- Develop and maintain a strong partnership with the University of Manitoba, specifically as it pertains to managing the Exclusive Use bookings and the ongoing maintenance of shared equipment;
- Develop and maintain a supply of qualified officials, as well as foster a strong community environment;
- Serve as the Branch Officials' Chair for the Athletics Manitoba Officials' committee;
- Support the ongoing partnership with the Manitoba Runners' Association;



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- Emphasize the values of Sport for Life, by supporting the development of a meaningful Masters Athletics community;
- Work with staff and volunteers to implement all Athletics Manitoba events and competitions;
- Implement an annual and ongoing evaluation process for all Athletics Manitoba run programs and events

### **Qualifications and Skill Set:**

- The ideal candidate has a post secondary education in Business, Commerce, Marketing, Finance or the equivalent experience.
- Five to seven years of work experience, including project/event management experience with clear evidence of time management skills;
- Demonstrated ability and experience in securing and maintaining major annual sponsorships;
- Demonstrated experience working with and supervising volunteers and staff;
- The ability to work independently, as well as collaboratively;
- Excited by challenges and motivated to find solutions that work for all parties;
- Excellent IT Skills, specifically Microsoft Word, Excel & PowerPoint and WordPress;
- Strong interpersonal skills and relationship management;
- Excellent written and verbal communication skills are essential with a strong attention to detail;
- Willingness to learn and understand the needs of the Athletics community

### **Conflict of Interest**

The Athletics Manitoba Executive Director Selection Committee invites all interested and qualified candidates to apply. However, should the successful candidate be a coach of athletes who are receiving or eligible for funding or hold a senior leadership position within a track club, those conflicts will require resolution before the successful candidate can officially begin in their role as Athletics Manitoba Executive Director.

**Salary Range:** \$55,000 - \$60,000

### **Submission of Applications**

The deadline for applications is January 15, 2018; 4:30pm CST. Interested candidates are asked to forward a resume and cover letter detailing their suitability for the position to Grant Mitchell, President, Athletics Manitoba. Applications will be accepted by email [info@grantmitchelladr.com](mailto:info@grantmitchelladr.com) or hard copy: Athletics Manitoba ED Search, Athletics Manitoba, 145 Pacific Ave, Winnipeg, MB R3B 2Z6.

Athletics Manitoba thanks all applicants; however, only those selected for an interview will be contacted.