



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 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.