



## **TRACK AND FIELD / ROAD RUNNING / CROSS COUNTRY**

• 145 PACIFIC AVE. WINNIPEG, MB. R3B 2Z6 • TEL: 204-925-5745 • FAX: 204-925-5792 • CHRIS.BELOF@SHAW.CA • [www.AthleticsManitoba.com](http://www.AthleticsManitoba.com)

### **Athletics Manitoba**

*Inspiring Participation, Achieving Excellence, Maximizing Potential*

Athletics Manitoba is a provincial sport organization that promotes sport for life, performance excellence, and long-term development of Athletics in Manitoba. 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. Additional information on Athletics Manitoba is available <http://athleticsmanitoba.com>.

Athletics Manitoba has recently completed a strategic plan and expects to activate this plan under the leadership and guidance of a new Executive Director. This position is multi-faceted and will focus on building capacity and effectively delivering programs throughout the province.

#### **Major Functions**

1. Leads, guides, and facilitates the activation of the Athletics Manitoba Strategic Plan;
2. Provides oversight and report on the organization's finances and assets including annual budgets, funding/grant applications, and timely payment of receipts payable ensuring a healthy financial situation;
3. Works with the Athletics Manitoba Board of Directors to ensure efficient and effective governance in all matters pertaining to the organization;
4. Supports the work of the organization's various volunteer committees to develop resourced operational plans in order implement identified strategic priorities;
5. Establishes and maintains positive and effective relationships with partners and stakeholders;
6. Serves as the head of staff, providing direction and supervision of all full-time and part-time staff;
7. Communicates effectively with membership and partners using a variety of mediums.
8. Works with the technical leadership (coaches, officials) to advance performance and participation priorities based on strategic plan, performance indicators, and identified impacts;
9. Actively promotes Athletics Manitoba events to potential sponsors;
10. Ensures that the well-being and long-term development of the athlete is always the primary consideration; and
11. Supports Athletics Manitoba events and competitions.

#### **Board Development and Support:**

- Works closely with AM Executive Committee, Board of Directors, and various sub-committees of the organization;
- Promotes Board of Directors' engagement in critical thinking, strategic planning, resource/financial development, membership development and overall organizational wellness; and
- Serves as the primary staff person for the Board of Directors and the Executive, Finance, and committees.



## **TRACK AND FIELD / ROAD RUNNING / CROSS COUNTRY**

• 145 PACIFIC AVE. WINNIPEG, MB. R3B 2Z6 • TEL: 204-925-5745 • FAX: 204-925-5792 • CHRIS.BELOF@SHAW.CA • [www.AthleticsManitoba.com](http://www.AthleticsManitoba.com)

### **Financial Management:**

- Ensures that Athletics Manitoba is fiscally sound;
- Works with staff and Board to prepare budgets;
- Establishes rigorous accountability standard for grant and budget tracking;
- Directs financial activities and makes decisions based on plans and policies developed in concert with the Board of Directors;
- Oversees/supervises all bookkeeping, accounting and financial activities;
- Obtains contributions, contracts, grants, and in-kind donations to support Athletics Manitoba projects and services;
- Presents annual budget, quarterly financial reports for Board of Directors;
- Assures Athletics Manitoba compliance accountability to Board, funders and other regulatory bodies; and
- Engages with the Treasurer and Board in financial planning.

### **Program Planning and Operations Management:**

- Together with the Athletics Manitoba Board, ensures that administrative management and technical leadership is developed to ensure that performance and participation goals are achieved;
- Provides leadership in choosing which tasks to undertake in order to achieve goals and objectives and assigns priorities to those tasks;
- Oversees the High Performance Planning for provincial team development;
- Oversees and guides the participation component working with Partners including the MRA in both rural and urban areas; and
- Effectively identifies talent and expertise of staff and volunteers to advance the Athletics Manitoba vision.

### **Communication, Promotion and Marketing:**

- Develops and sustains a diverse funding base;
- Emphasizes the importance of growing the membership base;
- Raises the visibility of the organization through the promotion of Athletics Manitoba Events and competitions;
- Is responsible for volunteer management, public relations, education and membership programs;
- Implements creative strategies to increase membership and expand public awareness of Athletics Manitoba's work and programs in the community; and
- Oversees outreach initiatives with school athletes, Special Olympics, Para-sport MRA, and the general public.



## **TRACK AND FIELD / ROAD RUNNING / CROSS COUNTRY**

• 145 PACIFIC AVE. WINNIPEG, MB. R3B 2Z6 • TEL: 204-925-5745 • FAX: 204-925-5792 • CHRIS.BELOF@SHAW.CA • [www.AthleticsManitoba.com](http://www.AthleticsManitoba.com)

### **Human Resources Management:**

- Recruits, manages, inspires, motivates and empowers a strong staff team;
- Oversees an appropriate organizational structure and ensures that programmatic objectives (i.e., facilities and equipment, technology, finances, communication, other functional needs) are supported internally;
- Supports an inclusive annual strategic and operational planning process and ensures planning decisions are used in setting annual program/project goals; and
- Promotes a culture that fosters passion for the mission, vision and values of the organization.

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

- Has a university or college degree in Sport Administration, Kinesiology, Recreation Management or similar education/experience;
- Has at least 3 years of experience working effectively in a not-for-profit organization;
- Has worked or volunteered in a sport environment in a leadership role;
- Has demonstrated a track record working with and supervising volunteers and staff;
- Has strong computer and software skills including the use of such programs as: Word, Excel, Simply Accounting and Power Point;
- Has exceptional time management and interpersonal skills;
- Demonstrates the knowledge and ability to communicate verbally and in written form to a variety of audiences;
- Has a proven ability to work independently and can also work effectively in a team environment; and
- Has a strong appreciation and understanding of building a performance environment for athlete development.

Has a passion for sport and a strong understanding of Athletics and its various events.