



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

Achieving Excellence, Maximizing Potential, Inspiring Participation

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, Athlete-focused, not-for-profit organization that operates under the umbrella of Sport Manitoba. Athletics Manitoba programs are supported and delivered in all regions of Manitoba.

Athletics Manitoba is currently seeking a qualified candidate for the position of **Development Manager**.

The Development Manager will report to the Executive Director and work closely with the Provincial Coach and Membership Manager. The Development Manager's role is to develop, organize and administer the Community Development aspects and programs of the Association.

The successful candidate will have a strong background in Athletics and will be extremely detailed oriented. A high level of computer literacy is a requirement for this position, and the ability to work independently and take ownership of projects is a must.

Position details:

- 37.5hrs per week (1950 per annum)
- Salary range: \$40,000 – \$50,000 per annum based on experience and qualifications.
- Benefits: position includes a comprehensive benefits package.
- Start Date: Sept 5th, 2023

Qualifications:

- Minimum of a bachelor's degree in Kinesiology, Recreation Management or related degree, or an equivalent combination of training and experience.
- Strong technical knowledge of Athletics, (Track and Field, Cross Country and Road Running) and the Athletics Canada sport system.
- Three to five years of work experience, including project/event management experience with clear evidence of time management skills.
- Demonstrated ability in sport program development, administration, and delivery.
- Experience in working with volunteers and professionals.
- Experience with Hy-Tek results software and website management is an asset.

Duties & Responsibilities:

- Manage and develop AM's various inner city community outreach initiatives.
 - Manage ongoing partner relationships,
 - Newcomer Sport Academy Partnership and Program development
 - Stars Athletics Academy
 - Indigenous running programs and Women's Run
- Act as the primary contact for Manitoba Aboriginal Sport and Rec Council
 - Support and facilitate program development and community projects.



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- Rural development lead,
 - Communicate regularly with school contacts, coaches and key leaders outside of Winnipeg.
 - Coordinate and schedule training or PD opportunities as needed.
- Para Development lead,
 - Manage ongoing partner relationships and develop new.
 - Develop programming, training opportunities and athlete identification initiatives.
- Coordinate school clinics and event/competition support.
 - Coordinate seasonal/summer staff clinic and outreach schedules.
- MB Games Program/Regional Team Development and Management
- Track participation numbers for all Sport Initiation projects and programs
- Lead Club Development initiatives and Volunteer training projects.
- Lead the coordination and scheduling of coach education courses and professional development opportunities.
- In addition to the major programs noted above the Development Manager will also be responsible for the following areas,
 - U16/U18 Tri Prov program and team development
 - Athlete and coach identification.
 - Overall program promotion and coordination.
 - Masters Athletics development lead
 - Manage and update the Annual Information Package
 - Special Event Management
 - Awards Banquet coordination
 - Super Seminar Coordination
 - Committees
 - MB Masters Committee
 - Equipment Committee
 - Assist with Equipment management.
 - Assist with the development and maintenance of website and social media content.
 - Provide day-of assistance for AM hosted competitions and special events as needed.
 - Assist with report preparation for,
 - Board Meetings (as needed)
 - Annual General Meeting
 - Bilateral, IFF and other relevant funding/grants
 - Participate in annual planning and budgeting exercises, strategic planning etc.

Competencies and Skills:

- Knowledge of the provincial, national, and international sport delivery systems.
- Excellent written and verbal communication, as well as presentation skills.
- Good interpersonal skills required to effectively interact with the Board, staff, volunteers, members and the community.
- Organizational skills, record keeping, and planning are essential.



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- The ability to analyze situations, effectively determine the required course of action and act accordingly.
- The ability to maintain a rational and objective demeanor when faced with stressful or emotional situations.
- Creative thinking and the ability to make improvements or solve problems.
- Willingness to learn and understand the needs of the Athletics community in Manitoba.
- The ability to manage multiple programs at a time and the willingness to adapt to changing environments and assignments as required.
 - Must be highly self-motivated and able to work well independently.
 - Must also be able to work collaboratively within a team environment.
- Computer literacy, including proficiency in Microsoft Office applications (Word, Excel and PowerPoint) is essential.

Other requirements:

- Must be available to work weekends and evenings, and willingness to travel (Provincially) as needed.
- Position is based in Winnipeg, Manitoba.
- Must submit a Criminal Record Check and Child Abuse Registry Check

Interested candidates are asked to please submit a cover letter telling us about yourself and your interest in the position along with a resume to Alanna Boudreau (Executive Director) at execdirector@athleticsmanitoba.com.

Deadline: August 6th, 2023

We thank all applicants in advance for their interest but only those selected for an interview will be contacted.

Athletics Manitoba would like to recognize the privilege of operating the business of our Association on the original lands of the Anishinaabe, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation.

We want people of all gender identities, abilities, ages, cultures, and sexualities to feel welcome in our spaces and to participate in our programs.

We have taken the Responsible Coaching Movement Pledge and we are continually working to operate and develop our association, in accordance with the True Sport Principles.

We prioritize the values of Safe Sport, Respect, Inclusivity, Transparency, Integrity, Innovation and Mutual Support.