



Executive Director

Are you looking for place where you can use your knowledge of sport, your passion and your professionalism in a new way? Then think about us for this outstanding opportunity!

Volleyball Manitoba is seeking a qualified individual for the position of Executive Director (ED). The Executive Director has overall responsibility of the administration, financial management, communication, personnel management, planning and program coordination of the Association. The Executive Director reports to the President and the Board of Directors to ensure the goals of the organization are met.

WHAT'S IN IT FOR YOU?

- **Important work that makes a difference**
- **Collaborative work culture**
- **Highly engaged team of 5**
- **Strong total compensation plan**
- **Commitment to personal and professional growth**

US

Volleyball Manitoba (VM) is the governing organization for the sport of volleyball in the province. Our mission is to promote and facilitate the growth and excellence of volleyball in Manitoba. Incorporated in 1977 as a non-profit association, VM services the needs of its membership, which includes athletes (high performance, developmental and recreational), coaches and officials.

YOU

If you are looking to break away from the “status quo” by joining an organization – where you will have the ability to put your stamp on things - this is the place for you!



THE ROLE - DUTIES & RESPONSIBILITIES:

1. Operational Planning & Administration

- Ensuring the operation of the organization meets the expectations of its stakeholders including the Volleyball Manitoba Board, membership, Sport Manitoba and Volleyball Canada.
- Ensure the effective and efficient day-to-day operations of VM in addition to participating in the development of a long-term vision and promotion of the organization.
- Develop operational plans which incorporate goals and objectives that work towards the delivery of the organizational strategic direction.

2. Leadership & Human Resource Management

- The Executive Director is the Chief Staff Officer and will provide strong leadership, effective management, and support to the organizational staff for the delivery of required and agreed upon results.
- Ensure the organizational capacity of the current staff and volunteers meet the requirements for the successful delivery of the association programs, events & activities.
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation, policies and regulations.
- Provide leadership to the Executive, Board of Directors, Committees, volunteers, and the general membership.

3. Financial Management

- Coordinate the preparation of the Association's Annual Budget.
- Provide prudent management of the Association's financial and physical resources. Evaluate all programs and events in terms of the financial viability and make changes as required.
- Develop a system that can be adopted by the appropriate staff to ensure fiscal accountability.
- With the support of the association Treasurer, operate in accordance with the organization's Financial Management Policy.

4. Governance & Policy

- Assist the Executive and Board of Directors in the development of policy, procedures, plans, goals, and objectives for the Association.
- Drafting policies for the approval of the Board; reviewing existing policies on an annual basis and recommending changes to the Board as appropriate.
- Assist the President and Executive Committee in setting agendas and preparing supporting material for Board meetings; participate in the meetings.



- Inform and advise the Board of Directors on all aspects of the organization's activities.
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization.
- Support the organization of the Annual General meeting.

5. Marketing and Revenue Development

- Responsible for the ongoing promotion of the organization's mission and vision.
- Seek out funding and support opportunities including, but not limited to, grant applications, fundraising events, marketing strategies and sponsorship opportunities.
- Negotiate and develop contracts with partners and sponsors on behalf of Volleyball Manitoba, and market volleyball and the organization to current and potential supporters.

6. Agency Liaison / Profile

- Represent or ensure there is representation of VM at all relevant VM or stakeholder events meetings.
- Maintain communications and liaise with other agencies and sport bodies, including Sport Manitoba and Volleyball Canada, as required.
- Report annually to funding sources and stakeholders as required, and when necessary, write grant applications for new grants/funding opportunities.
- Establish good working relationships and collaborative arrangements with members, the volleyball community, and stakeholders to help achieve the goals of the organization.

7. SafeSport

- Act as the Safe Sport officer for VM, ensuring policies and processes are in place that ensures a safe and positive environment within the programs, activities, and events of VM.
- Working with the Conduct & Ethics Committee, follow policies in place to deal with any complaints or disputes received from the volleyball membership.



QUALIFICATIONS:

Education & Experience

- A degree in business, management, sport or recreation management, or equivalent
- 5 + years of Proven leadership experience in sport management and administration
- 3 + years of experience in preparing budgets and organizational financial management
- 3 + years of experience working with local, provincial, or national sport or non-profit organizations and volunteer committees

Skills & Abilities

- A passion for and experience in the sport of volleyball
- Strong understanding of sport administration
- Skill in effectively supervising staff
- Background in creation and monitoring of an annual budget
- Ability to organize and plan complex administrative and managerial work
- Must exhibit professionalism and diplomacy
- Experience in working with corporate sector to acquire and maintain corporate partnerships
- Ability to write using clear, concise and grammatically correct English
- Ability to speak clearly, dynamically and effectively in person-to-person or group situations
- Competence in Microsoft Word, Excel, Power Point and Outlook and an ability to learn other software programs
- Ability to foster collaborative and productive working relationships with staff, volunteers and members of Volleyball Manitoba
- Takes a proactive approach to problem solving (and problem avoidance)
- Has a directive personality – strong negotiator
- Must be outgoing – and can interact in a socially engaging manner



- Must exhibit a high degree of initiative and responsibility
- Must be able to work flexible hours, including weekend events, and be willing to travel as required
- Must have current Criminal Record and Child Abuse Registry clearances

NEXT STEPS:

If you thrive in a fast paced, consensus driven and results oriented environment - if you think this position may have potential for you – please send us your:

1) Cover letter

2) Resume

In your cover letter, please (briefly) outline the following 3 items

- Relevant work experience
- Based on the qualifications Why you are you a good match for this role?
- Your (ballpark) remuneration needs

** If you do not provide a cover letter, your resume will not be read

Kindly address your application to the Hiring Committee at: derek@stonestrategies.ca

This posting closes on Oct 23, 2023

We would like to thank all applicants in advance for their interest in us – we will be contacting the most suitable candidates by email.

You must be eligible to work in Canada.

We encourage diversity and look forward to applications from all qualified individuals.