



JOB DESCRIPTION

Job Title:	Executive Director
Reports to:	President, Board of Directors
Supervises:	2 staff, volunteers, student placements, contractors
Hours of Work:	35 hours per week, some evening and weekend work required. Flex time agreement will be in place.
Location:	Recreation Manitoba office, Sport for Life Centre (shared office); remote work may be available.

DUTIES AND RESPONSIBILITIES

Board Governance

- Report to the Board of Directors
- Act as an advisor to the President and Board of Directors
- Evaluate the structure, policies, and practices of the association on a regular basis and make recommendations to the Board to ensure any changes are aligned with Recreation Manitoba's vision, mission, and core services
- Ensure the development of priority plans, performance measurements and management controls
- Prepare and present an Executive Director report at each Board meeting, comprehensive budget analysis and strategic management reports as required.
- Keep abreast of developments in the field and other jurisdictions
- Provide leadership and support to all Recreation Manitoba programs and services.
- Organize the Annual General Meeting and prepare the annual report

Human Resources Management

- Develop and maintain an effective staff organization which delivers services, programs, and information beneficial to the membership, allied professionals, and the public
- Manage and implement the personnel and operational policies
- Work cooperatively with staff, volunteers, and contractors
- Ensure the day-to-day operations run smoothly and effectively
- Provide the leadership, mentoring and supervision necessary for a healthy, positive, supportive, and productive working environment for staff and volunteers
- Identify needs and recruit volunteers to assist with organization functions

Education and Training

- Assist in the planning for the Annual Conference including attending and actively participating on the volunteer committees
 - providing direction to staff and volunteers
 - ensuring open communication
 - all operational tasks are completed in the planning of the Annual Conference

- Assist in the planning and execution of training workshops and conferences
- Provide leadership and support in the planning of regional workshops and professional development training for recreation professionals, practitioners, and facility operators/manager

Membership Support

- Develop recruitment and retention strategies to achieve a growing and vibrant membership base
- Provide expertise to all committees, either directly or through staff, to ensure Board policies are followed and the organization's strategic plan is achieved
- Develop strategies to provide the membership with a range of educational and networking opportunities, through solicitation of feedback and attending regional meetings
- Support communication efforts to ensure that all members are informed of the activities and issues of the Association and the sector
- Prepare reports, positions and/or messages with the Board of Directors that assist members to be advocates in their communities.

Support for Partnership Development

- Develop and foster strategic partnerships with government and non-government agencies, allied organizations, and the private sector to further the mission, vision, and goals
- Make decisions within an environment that involves consideration of the diverse interests of multiple stakeholders and the current and future needs of the organization
- Serves as the principal liaison with regional, provincial, and national sector-related agencies, associations, and organizations

Support the Financial Sustainability

- Develop fiscal strategies to ensure the long-term financial wellbeing of the association, including determining sources of revenues, fundraising, and grants
- Administer approved financial plans, budgets, and investments as part of the annual planning and budgeting cycle and present recommendations to the Board of Directors and/or the appropriate committee
- Ensure that all expenditures are made according to policy and executive limitations
- Ensure accurate financial records are kept

QUALIFICATIONS

- A degree in Recreation, Community Development, Leisure Studies, Therapeutic Recreation, Kinesiology, or related field or an acceptable combination of post-secondary education and experience
- Previous work experience in the recreation sector or non-profit sector
- Minimum 5 years of management experience, overseeing and developing engaged staff members
- Previous experience working with and reporting to a Board of Directors
- Extensive knowledge of the financial, operational and governance protocols of the not-for-profit sector and history of successfully managing a non-profit organization
- Hands-on experience in program development and event management
- Experienced at building collaborations, partnerships, and relationships
- Proven track record of successful strategic leadership and management within a small to medium-sized organization
- High proficiency in Office 365 applications, MS Teams, Quick Books (or similar accounting software), Adobe Acrobat, social media channels and website management

CORE COMPETENCIES & KNOWLEDGE REQUIREMENTS

- A recreation professional with a thorough understanding of the recreation field with a municipal, provincial, and national perspective
- Self-motivated, highly organized and results-oriented
- A leadership style based on respect, open-mindedness and flexibility, and will motivate and inspire a 'can do, get it done' attitude among staff and volunteers
- The ability to engender trust in leading and directing staff
- The ability to prioritize and demonstrate resilience in the face of unexpected constraints and challenges
- A skilled executive – capable of handling responsibilities that are broad and diverse in nature, that are characterized by complex and competing demands, priorities and matters, and that are of importance to Recreation MB's strategic plan, operational goals and objectives
- An understanding of government processes and policies
- Demonstrated ability to think and act strategically and to use sound judgment.
- Ability to understand and work with a diverse group of people and to creatively formulate logical, credible, and politically sensitive solutions to problems
- The ability to execute the vision of the Recreation Manitoba board and members with strong business acumen coupled with a strong community development approach
- A creative interdisciplinary thinker that provides innovative solutions
- Ability to communicate effectively to a broad range of audiences in varying circumstances (e.g. board, stakeholders, the public, media, and government officials)