



JOB OPPORTUNITY

Recreation Manitoba is a dynamic, provincial organization that provides leadership and a strong voice to the recreation delivery system in Manitoba. The organization works closely with all levels of government, the community, its membership, and with multiple partners including, but not limited to recreation, therapeutic recreation, physical activity, and sport sectors.

Recreation Manitoba is seeking the services of a skilled Executive Director (ED) with experience in the recreation sector. The ED will provide strong and visionary leadership within the context of a policy-governed, non-profit organization with a membership base of approximately 400, and an annual operating budget of approximately \$280,000. The ED will be expected to provide 'hands-on' assistance and support in all areas of operations, programs, and services.

Overview

Reporting to the Board of Directors, the ED will be responsible for the organization's overall strategic and operational tasks. The ED will be a strong leader, who is prepared to develop a collaborative environment with board members, staff, volunteers, partners, and stakeholders. Successful candidates will have previous experience working in non-profit organizations, developing training workshops and events, adapting to the needs of the membership, and implementing a strategic plan to fulfill the mission and vision of the organization.

Responsibilities

- Oversees the program development & management to ensure the organization delivers on its annual plans and outcomes
- Works with partners and the provincial government to provide relevant training courses & events
- Collaboration with sponsors, partner organizations, stakeholders, and governments to foster working relationships
- Effective management and oversight of the organization's finances, including financial reporting, preparing and monitoring the annual operating budget, and year-end audit.
- Advocate and represent the recreation sector and its membership across the province and nationwide

Desired Qualifications

- Effective communicator for a variety of audiences, in both written and verbal settings
- Demonstrated leadership skills
- Financial management and controls in the not-for-profit organization
- Previous experience as a recreation leader, programmer, or similar role
- Previous experience with a variety of recreation experiences including therapeutic recreation, parks, trails, community groups

Mandatory Qualifications

- A degree in Recreation, Community Development, Leisure Studies, Therapeutic Recreation, Kinesiology, or related fields, 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 non-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, Zoom, Quick Books (or similar accounting software), Adobe Acrobat, social media channels and website management

A full job description of the role is available on our website www.recreationmb.ca

APPLICATION PROCESS

All applications must include:

- A detailed cover letter that speaks directly to what experience you have in the recreation sector and what you will bring to this position and our organization, as well as a desired salary range.
- A resume that highlights relevant education and experience, plus complete contact information.
- A minimum of three references, with contact information (phone and email).

Application deadline: 4:00 pm Friday, July 29, 2022

Email cover letter and resume to:

The subject line should read "Recreation Manitoba Executive Director Application" and be emailed to Emily George at emily.george@umanitoba.ca

We wish to thank all applicants for their interest however, only candidates invited for an interview will be contacted.