

Manitoba Ringette Association Executive Director

Job Description:

Manitoba Ringette Association (MRA) seeks a dynamic leader to be the Association's Executive Director. The successful candidate will be responsible for the ongoing administration and supervision of the Provincial Office. The Executive Director shall also assist the Association in representing the MRA to all outside partners including Sport Manitoba. You, as Executive Director will have the vision and passion necessary to take the Association into the future.

Responsibilities and Duties:

- Provide leadership to the MRA Board of Directors and to the Local Ringette Associations.
- Manage all Association funding applications
- Work with the Vice-President of Finance on the financial management of the Association. This will include accounting and budgeting.
- Assist where necessary MRA committees including High Performance.
- Assist in the liaison with Ringette Canada, Local Associations, Canada Winter Games and Manitoba Winter Games.
- Supervision of the MRA office.

Qualifications and Experience:

- A degree in Sport Management or related field experience would be an asset or a combination of education and experience will be considered.
- Previous experience working in the Manitoba sport system would be an asset.
- Knowledge of Ringette is a strong benefit.
- Knowledge of LTAD/CS4L would be an asset.
- Experience in generally accepted accounting principles and specifically experience with Simply Accounting software.
- Competency in Word, Excel and Access is an asset.
- Proven experience in developing and executing plans, meeting deadlines, operating under time constraints.
- Exemplary leadership qualities and ability to work effectively with volunteers.
- Strong organizational and interpersonal skills.
- Ability to work in a multi person office, plus having supervisory experience.
- Flexibility in work hours as this position requires occasional travel and will require attendance at meetings and events on a seasonal basis.

Interested applicants are invited to send a cover letter, curriculum vitae and salary expectations to edringette@sportmanitoba.ca by September 1, 2010.