



323-145 Pacific Avenue
Winnipeg, Manitoba R3B 2Z6
Phone: 204-925-5621 Fax: 204-925-5703
E-Mail: bod@badminton.mb.ca Web: <http://badminton.mb.ca>

Now Hiring Executive Director

The Manitoba Badminton Association is hiring for the position of Executive Director.

Mission: MBA Strives to enrich people's lives by providing support and opportunities to develop its community's passion for badminton

Vision: Have an environment conducive to growth and passion of badminton at all levels in the community

The MBA is the non-profit Provincial Sport Organization (PSO) that promotes, services and provides structure to Badminton in the Province of Manitoba. The MBA office is located in the Sport Manitoba building.

Badminton is part of the Manitoba Winter Games, Canada Winter Games, Pan Am Games, Commonwealth Games, and Olympic Summer Games.

The Executive Director reports to and works under guidelines and policy set by the volunteer Board of Directors.

Key Responsibilities:

Administrative and Financial Management

- Oversee the day-to-day operations of the Association and the Badminton office
- Prepare and submit documentation and reports as required in compliance with grant and contractual obligations
- Maintain program records
- Create and monitor event and program budgets
- Keep current the Association membership database
- Take a leadership role in the human resource management of paid staff and support to Association volunteers
- Provide administrative support to the Board of Directors and standing committees

Communications and Marketing

- Act as an advocate and spokesperson for the Association and the sport of badminton
- Develop and implement a strategic communication plan and marketing plan
- Communicate (orally and in writing) with athletes, parents, coaches, officials, Board members, volunteers, member clubs / organizations etc.
- Liaise with Badminton Canada, Sport Manitoba, other PSOs and related sports associations

- Establish and maintain strong relationships with funding partners, sponsors, service providers, volunteers, coaches and member clubs / organizations, media, etc.
- Research potential funding sources and sponsorship opportunities and develop funding / sponsorship proposals and agreements
- Create and distribute targeted communication materials relating to the promotion of Association events and programs
- Coordinate the planning and delivery of promotional events
- Maintain the MBA website and social media accounts

Program Planning and Implementation

- Contribute to overall planning and setting of Association policy
- Implement the strategic plan set by the Board of Directors
- Develop event and program schedules in communication with Club Members
- Coordinate, monitor and evaluate the delivery of Association events and programs
- Initiate, develop, or consolidate programming as needed to meet the MBA mission/vision and strategic plan
- Create and distribute resource materials / plan and organize special initiatives to support sport growth and development
- Support and contribute to an ongoing national/international hosting plan involving relevant Member Clubs

This is a salary position based on education & experience.

Only applicants considered for the position will be notified. Application deadline is 31st Jan, 2020. Late applications will not be accepted. Duties/Responsibilities will begin 24th Feb, 2020.

All Resumes/Applications may be forwarded to bod@badminton.mb.ca