

Manitoba Water Polo Association (MWPA)
145 Pacific Avenue
Winnipeg, Manitoba
R3B 2Z6
Email : manitobawaterpolo01@gmail.com

JOB TITLE: Executive Director (ED)

TYPE: Permanent three-quarter-time (26 hrs per week), with possibility of full-time (35 hrs per week) once funding is secured.

REPORTING TO: President of the Board of Directors

SUPERVISOR TO: Part-Time Employees

Manitoba Water Polo Association (MWPA) is the Provincial Sporting Organization (PSO) or governing body that represents the sport of water polo in Manitoba. It facilitates, regulates, and manages programs, services and events that promote participation and excellence in amateur water polo in Manitoba. Funding is primarily through grants from the Provincial Government.

The MWPA is seeking an Executive Director (ED) who will oversee the daily operations of our organization starting in the summer of 2024. We invite qualified individuals to submit their application no later than May 1, 2024.

Position Summary: The ED is responsible for overall leadership by promoting the interests and furthering the development of the MWPA. They will implement, interpret and manage policies and processes as approved by the Board of Directors. The ED will sustain a strong working relationship with all stakeholders within the water polo and larger aquatic community. The ED must ensure that MWPA operates with sound business practices which includes appropriate systems, budgets and processes as required for a not-for-profit PSO.

The ED will also coordinate, plan, administer and effectively implement activities associated with coach and referee development and certification, as well as continue to create means of athlete development in both grassroot and high performance areas.

Hours of Work: The MWPA maintains office space at Sport Manitoba, 145 Pacific Avenue in Winnipeg. Hours of work must be flexible and will often be outside of normal business hours to accommodate meetings, competitions, and other events.

The ideal candidate will have the ability to do the following:

- Demonstrate strong operational management and administrative skills including the ability to effectively develop and execute an operational plan that incorporates goals and objectives supporting the strategic mission, vision and values of the MWPA.
- Oversee the development and implementation of policies, procedures and practices.
- Provide prudent management of the financial resources (plans, controls and monitors) in a manner that meets organizational goals and strategic objectives.
- Seek funding and supporting opportunities including, but not limited to, grant applications, fundraising events and sponsorship programs.
- Establish a positive, healthy and safe work environment.
- Monitor the delivery of programs and services to maintain or improve quality.
- Foster effective teamwork between the Board of Directors and the ED.

The selected candidate will have a combination of suitable education and experience to perform the job which includes the following qualifications and expertise:

- Post-secondary education in a related discipline such as business management.
- Demonstrated leadership with a proven ability to successfully achieve desired goals.
- Exceptional organizational skills, including project management and strategic planning.
- Excellent skills in program design, implementation, planning.
- Proficiency with budgetary preparation and management.
- Effective interpersonal skills, with ability to develop effective partnerships with stakeholders.
- Strong written and oral communication skills for report writing, grant proposals, developing policies and project proposals.
- Demonstrated reputation as a team player.
- Must be able to work outside of normal business hours as required.
- Successful clearance under the MWPA Screening Policy.
- Sport administration experience is considered an asset.
- Knowledge of the sport of water polo is not considered an essential requirement.
- Bilingual (English/French) is an asset.

Interested individuals are to submit the following documents to the MWPA office at 145 Pacific Avenue, Winnipeg, MB, R3B 2Z6, Attention: ED Selection Committee

- Covering letter
- Resume
- Three (3) references including contact information of each reference
- Hourly salary expectation
- Written proposal (maximum two (2) pages) demonstrating a clear understanding of the assignment and how the role of ED would be executed

We thank all applicants for their interest, but only those to be interviewed will be contacted.