

MAWA EXEC DIRECTOR JOB DESCRIPTION

The Manitoba amateur Wrestling association is seeking to contract with an individual to provide part-time services (15 hours per week) as and Administrative Director Working under the direction of the President, is the senior staff member of MAWA. S/he is responsible for the overall management and administration of the association and its office.

Specific areas of responsibility include administration, planning, human resources management, policy development and implementation, financial management, sponsorship development, marketing and promotion, and public relations.

Duties:

Administration:

- ensure that all administrative procedures and communications are carried out within approved policies and budget
- ensure that programs and resources portray a positive image of the association
- co-ordinate the preparation, documentation, approval and implementation of the association's policies and procedures
- facilitate necessary communication between all levels of the organization and with outside parties
- ensure that essential work is carried out through assessing that the best means to get work done is considered and implemented to provide maximum efficiency
- track and record registrations into the online registration system
- provide general responses to emails
- Act as representative for MAWA within Sport MB meetings, review Sport MB correspondence and provide updates to President.
- Update and maintain website
- Develop tracking system for bookkeeping hours, expense reports, etc.

Planning:

- provide strategic leadership and direction in the development, documentation, implementation and delivery of the association's Strategic Plan
- Assist in the annual development of an Operational Plan with targets, outcomes and measurable indicators consistent with the Strategic Plan approved by the Board and ensure it is distributed to the appropriate parties and accountabilities are clearly defined
- monitor the progress of the association in relation to the plan and provide ongoing reports to the Board
- inform Board of Directors of any issues of concern including suggested solutions.
- Act as contact with Leisure Guide and other Sport Development Programs in order to promote and/or further our sport.

Human Resource Management:

- facilitates an environment which practices sound management and positive staff relations, responsible and accountable for all activities regarding staffing and coaching
- Track and record staff and coaches and ensure that all necessary documentation is completed and directed to correct department. (ie. Criminal record checks, national coaching levels, etc.)
- Track and communicate coaching clinic dates to interested parties.
- Follow up coaching clinics with reports to stakeholders.
- Act as liaison between MAWA and coaches.
- Communicate information and/or reports to coaches. Follow up on information presented

Financial Management:

- plan and manage the budget development and allocations
- ensure adherence to approved annual budget for all programs and activities
- review financial reports on an ongoing basis and ensure adherence to standard accounting principles
- advise the Board of the current financial status of the association on a regular basis
- ensure that effective systems are in place for the control of resources, inventory, invoicing and accounts payable/receivable
- co-ordinate the preparation and presentation of submissions for Sport Manitoba contributions
- co-ordinate preparation of annual budget to achieve the targets and outcomes
- ensure annual financial audits are conducted in a timely manner and recommendations are acted upon
- act as a signing officer

Marketing and Fundraising:

- lead the development of a long range and annual sponsorship plan which identifies targets and key market potential
- develop guidelines, procedures, and proposals for the acquisition of corporation sponsors
- actively pursue, and make presentations to, potential sponsors
- ensure that sponsors are properly serviced
- develop, implement and manage fundraising programs for the association

Meetings and Special Events:

- ensure the organization of and attend the Annual General Meeting, Board of Directors' meetings and other committee meetings of the association

- ensure that an event communications plan is included in the overall communications strategy, to ensure effective media coverage for all events

Public Relations:

- promote the association and the sport
- liaise with the staff, Board of Directors, Committees, members and participants as required
- act as the association's spokesperson with the media

HOW TO APPLY

If you are interested in this position please forward a resume and cover letter to Marc Robichaud at marc_robichaud@steannemb.ca.