

## GENERAL MANAGER

### WHITEHORSE 2020 ARCTIC WINTER GAMES HOST SOCIETY

This position is responsible for the overall planning, organization, coordination, control and staging of the Arctic Winter Games to be hosted in Whitehorse, Yukon in March 2020. The General Manager is the senior appointed officer of the Whitehorse 2020 Arctic Winter Games Host Society and reports to the President of the Host Society. The manager is responsible for all 2020 AWG operations and employees in accordance with the objectives, policies, and plans as approved by the Management Committee of the Host Society.

Primary areas of responsibility include management of all staff, development and management of a complete operations and capital budget for the Games, successful planning, organizing and staging of the Games, negotiation of a variety of contracts, preparation of strategies and plans for each functional area of the Host Society and monitoring of results, development and implementation of a sponsorship strategy and support programs for the Games to ensure the Society meets its financial requirements. The successful candidate will work with the Host Society to establish a plan to recruit and train 3000+ volunteers for the Games, develop partnerships in the community that are required to host a successful Games and establish an overall marketing and communication plan for the Games.

#### Education/Experience:

- A University degree from a recognized post-secondary institution in a related field (i.e. event/project management, recreation, sport administration/management, or equivalent experience)
- 5+ years in sport management, multi-sport event experience, event management, work in an not for profit and government environment, marketing/sponsorship experience
- Experience in a multi-level, fast paced project based environment supervising and motivating staff and volunteers with emphasis on timelines and delivery is an asset
- Experience working with an Event Organizing Committee where there is a strong partnership and cooperative effort between staff and volunteers
- Financial Management experience in the not for profit, business or government environment
- Innovation, Collaboration, and personal suitability to engage and work with people, organizations and communities is key

#### Application Details:

Position closes on November 30, 2017 at 5:00pm

Please email resumes, and cover letters to [2020arcticwintergames@gmail.com](mailto:2020arcticwintergames@gmail.com) and for detailed position description requests and inquiries.

# **Whitehorse 2020 Arctic Winter Games Host Society**

## **Position Description**

### **PART 1: Position Identification**

**Position Title:** General Manager  
**Reports To:** Board of Directors

### **PART II: Description**

#### **Summary of position:**

The General Manager is the senior appointed officer of the Society and is responsible for the overall planning, organization, co-ordination, control and staging of all 2020 Arctic Winter Games operations and employees in accordance with the objectives, policies, and plans approved by the Management Committee.

#### **Duties and Responsibilities**

##### **Management**

To directly supervise staff by providing central direction and coordination of information.

To develop and implement a communication system within the organization to coordinate the efforts of Society members, staff, volunteers and partners.

To develop and perpetuate a corporate culture conducive to the successful planning, organizing and staging of the 2020 Arctic Winter Games.

To undertake all contractual negotiations on behalf of the Host Society and to present draft agreements and associated recommendations to the Management Committee, for discussion.

To develop a comprehensive operating and capital budget for presentation to the Management Committee prior to the start of each fiscal year.

To manage the organization within the approved budgets and establish the necessary financial controls to ensure expenditures are not committed without the necessary funds available to pay for them.

To develop a financial reporting system that provides the level of detail necessary for the Management Committee to make prudent financial decisions and monitor the financial status of the Games.

To ensure the preparation of, and to monitor, the results of strategies and plans for each functional area of the Host Society.

To develop and implement a sponsorship strategy and sponsor support program to ensure the Society meets its financial requirements to plan and stage the 2020 Arctic Winter Games.

### **Human Resources**

To develop a staffing plan for the Society.

To recruit, orient, train, evaluate and terminate Host Society staff, as necessary.

To develop human resource policies and procedures for presentation to the Management Committee.

To develop and implement a performance planning & review process for the Society.

### **Board and Committees**

To provide administrative support to the various Boards and Committees, developed by the Host Society, and assist in the recruitment of volunteers for vacant positions.

To ensure the presentation, to Boards and Committees, of accurate, timely and comprehensive information and research necessary to support their deliberations and decision-making.

To develop a critical timelines report and provide regular updates to the appropriate bodies within the Host Society structure.

To provide orientation and training for all volunteers.

To be a resource to the Host Society on the ongoing planning, development and delivery activities for the Games.

### **Partner Liaison**

To establish a partnering and communication framework, and to work effectively within the agreed upon framework in the development of cooperative arrangements with the Arctic Winter Games International Committee, the City of Whitehorse and the Government of Yukon.

To oversee and ensure the successful development of reporting, relationships and cooperative working arrangement between the Host Society's functional groups and staff.

To ensure the preparation of, and to monitor, the results and strategies for the functional plans for each of the Divisions and their Committees.

### **Marketing**

To ensure the development, evaluation, updating and ongoing implementation of a marketing program for ticket sales, event management and related considerations.

To participate, as necessary, in support of the marketing program through, presentations, negotiations and related considerations.

To ensure integration of the marketing program into all activity areas with the planning and delivery of the Games.

### **Communications, Public Relations and Media Services**

To act as the Games ambassador with government agencies, regional and national sport associations, and partnering organizations.

To coordinate a well-planned public relations strategy with all levels in the organization.

To attend and participate in meetings of the volunteer committees and work groups to ensure effective communications, planning and integration of work across the spectrum of Host Society activities and responsibilities.

To organize Division interdependency workshops throughout the planning for the 2020 Arctic Winter Games.

### **Post-Game Activities**

To prepare a draft post-games report, including an economic impact analysis, for submission and review by the Management Committee.

To construct a disposal of assets plan and facilitate the asset disposal plan as approved by the Management Committee.

To ensure the establishment and tariff of assets for all legacy components.

To prepare a final financial performance report and to de-activate the Host Society.

### **Other**

To act as a staff resource to the Board of Directors and assigned groups.

To attend, or to appoint staff designates, for all committees of the Host Society.

To undertake other duties as relevant to the position and as assigned by the Management Committee, directly or indirectly.

### **Requirements**

A University Degree in Sports Management, Business Administration, Recreation or a related discipline.

Senior management experience in a significant corporate or institutional environment with responsibilities connecting with a wide array of functional areas such as finance, human resources, marketing, fund raising, project management, etc..

Experience working in a multi-cultural environment is an asset.

A strong background in information technology is an asset.

Strong mediation, facilitation and conflict resolution skills.