



JOB POSTING – Executive Director

Are you looking for place where you can use your knowledge of sport, your passion and your professionalism in a new way? Then think about us for this outstanding opportunity!

Golf Manitoba is seeking a qualified individual for the position of Executive Director (ED). The Executive Director has overall responsibility of the administration, financial management, communication, personnel management, planning and program coordination of the Association. The Executive Director reports to the President and works closely with the Board of Directors and committees to ensure the goals of the organization are met.

If you are looking to break out of the status quo by joining an organization where you will have the ability to put your stamp on things this could be the place for you !

DUTIES & RESPONSIBILITIES:

A. Administration

- Manage the day-to-day operations of the Golf Manitoba office and staff
- Ensure the effective and efficient management of all Golf Manitoba programs and services (i.e. championship tournament schedule, player development initiatives, handicap and course rating, membership and member benefits, volunteers, sponsors, rules of golf, etc.)
- Develop and administer policies and procedures as approved by the Board of Directors
- Serve as liaison with Sport Manitoba, Golf Canada, the PGA of Canada – Manitoba Branch, the Manitoba Golf Superintendents Association, the National Golf Course Owners Association Manitoba Branch and other related partners
- Organize Association meetings (i.e. Spring Information Meeting, Annual General Meeting, Awards Reception, Strategic Planning meetings, seminars & other events)
- Management of the volunteer structure and committees for Golf Manitoba
- Act as a staff liaison, non-voting member of all Golf Manitoba committees
- Ensure all Manitoba Corporations Act requirements and all funding requirements with partner organizations are met
- Conduct Handicap Certification seminars
- Arrange Rules of Golf seminars

B. Financial Management

- Initiate and develop the necessary process for the preparation of the annual budget
- Monitor revenue and expenditures against approved budgets and provide regular updates to the Board of Directors
- Establish and administer procedures for accounting, monetary control, banking, etc.
- Maintain control over inventory of all goods and assets belonging to the Association
- Initiate the acquisition of additional sources of revenue

C. Communications

- Oversee all communications of the Association
- Ensure that all Golf Manitoba communication systems are operating efficiently and providing information to the membership or related agencies
- Represent and speak on behalf of Golf Manitoba at required functions
- Develop and maintain a strong relationship with the media

D. Marketing & Promotion

- Assist with the development of the Golf Manitoba sponsorship program
- Generate additional sources of revenue for Golf Manitoba through sponsorship of association properties and maintain the relationships with sponsors
- Promote the interests of Golf Manitoba throughout the province and attempt to secure continued growth of the sport and expansion of its participants
- Review the annual content in the Manitoba Golfer Magazine and manage distribution to all member clubs
- Maintain contacts with golf clubs, sponsors and other partners
- Develop a club visitation program to maintain/increase membership
- Knowledge of social media applications, including Twitter, Instagram, Facebook and others

E. Planning

- Responsible for the implementation, evaluation and monitoring of the Association's annual strategic plan
- Coordinate annual planning process and provide guidance on possible new initiatives

F. Personnel Management

- Develop and sustain a strong competent workforce that promotes teamwork, innovation, creativity and learning.
- Keep employees informed on the Association's goals and activities
- Responsible for developing and implementing a performance appraisal system for all Golf Manitoba staff
- Initiate and support professional development opportunities for Golf Manitoba staff

G. Additional Duties & Responsibilities

- Act as the Secretary for the Manitoba Golf Hall of Fame & Museum Inc. and the Manitoba Golf Scholarship Fund
- Enhance the ability of golfers through Player Development initiatives
- Co-ordinate the nomination and selection of the annual Golfer of the Year and Distinguished Service Award

QUALIFICATIONS:

Education & Experience

- A bachelor's degree from an accredited college or university in recreation management, business or a related field - or equivalent experience
- Minimum of 3 years experience in a management role (including people management)
- Experience in sport administration would be an asset
- Certification in the Rules of Golf considered an asset
- Golf Canada Handicap System Certified considered an asset

Skills & Abilities

- Knowledge of the game of golf
- Strong understanding of sport administration
- Skill in effectively supervising staff
- Background in creation and monitoring of an annual budget
- Ability to organize and plan complex administrative and managerial work
- Must exhibit professionalism and diplomacy

- Experience in working with corporate sector to acquire and maintain corporate partnerships
- Excellent interpersonal and communication skills
- Ability to write using clear, concise and grammatically correct English
- Ability to speak clearly, dynamically and effectively in person-to-person or group situations
- Competence in Microsoft Word, Excel, Power Point and Outlook and an ability to learn other software programs
- Ability to foster collaborative and productive working relationships with staff, volunteers and members of Golf Manitoba
- Proactive approach to problem solving (and problem avoidance)
- Directive personality – strong negotiator
- Outgoing – interacts in a socially engaging manner
- Must exhibit a high degree of initiative and responsibility
- Must be able to work flexible hours, including weekend events, and be willing to travel as required
- Must have current Criminal Record and Child Abuse Registry clearances

NEXT STEPS:

If you thrive in a fast paced, consensus driven and results oriented environment - if you think this position may have potential for you – please send us your:

1) Cover letter

2) Resume

In your cover letter, please (briefly) outline the following 3 items

- Relevant work experience
- Based on the qualifications Why you are you a good match for this role?
- Your (ballpark) remuneration needs

** If you do not provide a cover letter, your resume will not be read

Kindly address your application to the Hiring Committee at: derek@stonestrategies.ca

This posting closes on May 23, 2018

We would like to thank all applicants in advance for their interest in us – we will be contacting the most suitable candidates by email.

You must be eligible to work in Canada.

We encourage applications from all qualified individuals.