

## **Triathlon Manitoba Seeks Executive Director**

Triathlon Manitoba, the Provincial Sport Organization for triathlon in the province of Manitoba, is seeking an individual for the position of Executive Director. Reporting to the President, the Executive Director will be charged with developing, promoting, and expanding the sport in Manitoba. Additionally, the Executive Director will provide overall management of the day to day operations in a manner consistent with the mission and goals of the association and the annual operations plan as approved by the Board of Directors. This includes administration, communications, financial management, and planning.

### **QUALIFICATIONS:**

- Post-secondary education in either sport or recreation management.
- Experience in financial administration.
- Working knowledge of Microsoft Office, Sage 50, and various social media platforms.
- Experience working in a Provincial or National Sport Organization is an asset.
- Experience recruiting, inspiring, retaining, and working with volunteers is an asset.
- Supervisory skills.
- Excellent written and communications skills.
- Ability to work independently and part of team.
- Positive interpersonal, relationship building, and public relations building skills.
- Strong organizational skills and attention to detail.
- Ability to manage concurrent projects and meet deadlines.
- Results and detail-oriented.
- Flexible and willing to adapt to changing roles.
- Knowledge of triathlon is an asset.

### **WORKING CONDITIONS**

Triathlon Manitoba's office is in the Canada Games Sport for Life Centre in downtown Winnipeg. The Executive Director's usual workweek is 37.5 hours. Additional hours (evenings and weekends – compensated for by additional holidays during the off season) and limited travel are required to meet operational requirements.

### **SUBMISSION OF APPLICATION**

Submit, in MS Word or PDF format, your confidential professional resume, cover letter, salary expectations, and three references by email to [triathlon@sportmanitoba.ca](mailto:triathlon@sportmanitoba.ca).

Applicants not selected to receive an interview will not be contacted. Those selected to receive an interview will be contacted via email.