

## Biathlon Manitoba

### **EXECUTIVE DIRECTOR PART-TIME TIME POSITION (21 hrs/week)**

Biathlon Manitoba is seeking an individual to fill its Executive Director position to represent the organization in promoting and advancing the sport of biathlon throughout Manitoba.

Biathlon Manitoba is the Provincial Sport Organization for biathlon in the province of Manitoba. Biathlon is a multi-sport race, combining cross-country skiing with rifle marksmanship.

Incorporated as a non-profit organization, Biathlon Manitoba is a partner of Sport Manitoba, and an affiliate of Biathlon Canada. The mission of Biathlon Manitoba is to encourage and grow participation in the sport and to develop excellence in all aspects of biathlon within Manitoba.

The Executive Director will promote the interests and further the development of biathlon in Manitoba by implementing and managing the strategies, policies, and processes approved by the Biathlon Manitoba Board. This includes overseeing Biathlon Manitoba's operations, including participation in strategic planning, financial management, event coordination, and membership engagement. This individual will be responsible for the promotion of biathlon within Manitoba and for maintaining a strong working relationships and excellent communication with all stakeholders within the biathlon community.

#### **QUALIFICATIONS:**

- Post secondary education preferred.
- Minimum of 5 years of experience in administration, preferably in a leadership role within a similar organization. Other equivalent combinations of education and experience may be considered.
- Knowledge of, or willingness to learn, biathlon rules, regulations, and best practices.
- Experience in developing and managing budgets.
- Knowledge of or experience with funding processes, sponsorship solicitation and development.
- Excellent oral and written communication for building and maintaining collaborative relationships, as well as for undertaking presentations, report writing, grant proposals, policy development, and project proposals.
- Strong interpersonal and organizational skills.
- Proven ability to work effectively with diverse stakeholders and build collaborative relationships.
- Ability to motivate volunteers and members, while fostering a positive culture.

- Proficiency in Microsoft Office Suite and other relevant software applications such as Zone4, Wordpress, and social media applications.
- Willingness to travel throughout the region and work flexible hours, including evenings and weekends, as required.
- Willingness to obtain any required criminal record check and/or submitting a screening declaration form or any other document as required by the Employer.

This is a part-time position (21 hours per week) based in Winnipeg, Manitoba. The Executive Director will report to the Biathlon Manitoba Board of Directors and receive a salary commensurate with qualifications and experience.

To apply, please submit a cover letter and resume outlining qualifications and relevant experience in a Microsoft Word or PDF format.

Applications must be received **no later than 4:00pm, Friday March 22, 2024**, to [biathlon@sportmanitoba.ca](mailto:biathlon@sportmanitoba.ca)

We thank all applicants for their interest in Biathlon Manitoba. Only those selected for an interview will be contacted.