



Executive Director

Job Description:

Manitoba Cycling Association (MCA) seeks a dynamic leader to be the Association's Executive Director. The successful candidate will be responsible for the ongoing administration and supervision of the Provincial office. The Executive Director shall also assist the Association in representing the MCA to all outside partners including Sport Manitoba.

Responsibilities and Duties:

- Provide leadership to the MCA Board of Directors.
- Facilitate and guide strategic planning.
- Provide direct supervision of MCA staff.
- Manage all Association funding applications.
- Financial management of the Association including bookkeeping, accounting, and budgeting.
- Assist MCA committees where necessary, including High Performance.
- Assist in the liaison with the Canadian Cycling Association and other associations.

Qualifications and Experience:

- A degree in Sport Management or related field experience would be an asset or a combination of education and experience will be considered.
- Previous experience working in the Manitoba sport system would be an asset.
- Knowledge of cycling would be an asset.
- Knowledge of Long Term Athlete Development (LTAD) / Canadian Sport for Life (CS4L) would be an asset.
- Experience in general accounting principles and specifically experience with Quick Books software.
- Competency in Microsoft Office applications is an asset.
- Ability to manage multiple projects, tasks, and assignments while adhering to strict deadlines.
- Exemplary leadership qualities and ability to work effectively with volunteers.
- Strong organizational and interpersonal skills.
- Must work well independently and in a team environment.
- Demonstrated ability to maintain a high degree of confidentiality.
- Must possess strong verbal and written communication skills with a demonstrated ability to interact with all stakeholders.
- Flexibility in work hours as this position requires occasional travel and will require attendance at meetings and events on a seasonal basis.

Salary commensurate with experience

Application deadline: Monday, November 8th

E-mail resume and cover letter to: mikejess@mymts.net