

Executive Director Manitoba High Schools Athletic Association

The Manitoba High Schools Athletic Association (MHSAA) is a not-for-profit organization, with a membership of 192 secondary schools. Dedicated to the provision of sound educational experiences through sport, MHSAA promotes the benefits of participation in high school sport by providing athletic and educational opportunities to Manitoba students. The MHSAA Office is located in downtown Winnipeg at 145 Pacific Avenue, in the Sport Manitoba building.

Reporting to the President, the Executive Director is responsible for the overall operation of the organization, including financial management, Provincial championship organization and human resources. The Executive Director works with the MHSAA Board of Directors, President, and staff to develop strategic and operational plans, and ensures all objectives are successfully achieved. Position duties include the management of organizational partnerships, serving as a liaison for stakeholders, interacting with member schools, government ministries, as well as, preparing of grants and funding applications. The Executive Director also serves on various committees, preparing and implementing policies that align with the aims and objectives of MHSAA.

The successful candidate will possess the following qualifications:

- Understanding of, and belief in, the philosophy of high school sports;
- Proficient in marketing, public relations, and social media;
- Demonstrated experience in working with Microsoft Office programs, as well as financial management and budgeting;
- Excellent leadership, team building, communication, and interpersonal skills;
- Well-developed decision-making, and creative problem-solving abilities;
- Demonstrated experience in sport leadership roles such as a Coach, Athletic Director, or League Coordinator.

A degree, diploma or equivalent experience in the field of Sport Management, Physical Education or Recreation will be considered an asset, as would the ability to communicate proficiently in both English and French.

Salary is commensurate with qualifications and experience. Anticipated start date is August 1, 2016.

Interested applicants are asked to submit a concise letter of application and a resume outlining salary expectations, employment experience, educational qualifications, and reference contact information (three employment-related references) to:

Chris Gudziunas, Chair, Executive Director Selection Committee
Manitoba High Schools Athletic Association
145 Pacific Avenue
Winnipeg, MB R3B 2Z6
Or email – cgudziunas@hsd.ca

Applications must be received by **12:00 PM FRIDAY, FEBRUARY 12, 2016** to be considered. Only candidates selected for interviews will be contacted.