



## MANITOBA COLLEGES ATHLETIC CONFERENCE EXECUTIVE DIRECTOR

Are you a highly organized and motivated sports administrator with a passion for the development of sport at the college and university varsity level in Manitoba?

The Manitoba Colleges Athletic Conference is seeking a part-time Executive Director to contribute to the leadership of our organization. Reporting to the Board of Directors, the Executive Director will contribute to the organization's strategic planning, act as an advocate and spokesperson for the organization and manage the day-to-day operations of the MCAC, among other responsibilities that contribute to the mission of the organization.

**Job Type:** Contract – Part Time (.30FTE), Fully Remote

**Working Hours:** hours work around key meeting dates and the competitive sports schedule of the conference. Work hours will include evenings and weekends. Hours and expectations increase around conference championship schedule.

**Key Responsibilities:**

- Support the development, execution and monitoring of the strategic plan.
- Ensure there are effective reporting tools and accountability measures.
- Develop, manage, and maintain productive working relationships with the Directors, Committees, the membership, the CCAA, other conference offices, partners, stakeholders and other staff.
- Provide leadership to staff and committee chairs to implement approved plans and achieve the goals set out in those plans and job descriptions.
- Manage day-to-day operations of MCAC. Ensure that all functions of the organization are meeting objectives and targets.
- Assess and lead the continuous improvement of all internal processes, systems, tools and technology to meet the demands of a growing organization.
- Work with MCAC Directors to conduct the general business operations of the MCAC.
- Effective communication of association events, policies and procedures.

**Reports to:** MCAC President

**Length of Contract:** One year

**Compensation Range:** \$20,000 – \$25,000

**To Apply:**

The Manitoba Colleges Athletic Conference is committed to being an inclusive organization that reflects the richness of the community that we serve. The MCAC welcomes applications from all qualified individuals, including individuals within the employment equity categories of women, persons with disabilities, members of visible minorities, Indigenous persons, individuals of diverse gender and sexual orientation and all groups protected by the Human Rights Code.

Application deadline is July 18th, 2025. Only applicants considered for the position will be notified.

All Resumes/Applications may be forwarded to: [mclaughlinl@assiniboine.net](mailto:mclaughlinl@assiniboine.net)

## **MCAC EXECUTIVE DIRECTOR**

Reporting to the MCAC President and MCAC Directors, the Executive Director will be responsible for the day-to-day operations of the organization. In addition to overseeing the financial and administrative aspects, the Executive Director will drive operational planning and budgeting, governance, and strategy development.

### **Key Responsibilities**

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- Provide leadership to staff and committee chairs to implement approved plans and achieve the goals set out in those plans and job descriptions.
- Manage day-to-day operations of MCAC. Ensure that all functions of the organization are meeting objectives and targets.
- Assess and lead the continuous improvement of all internal processes, systems, tools and technology to meet the demands of a growing organization.
- Work with MCAC Directors to conduct the general business operations of the MCAC.
- Effective communication of association events, policies and procedures.

### **Specific Responsibilities**

- **Administration:**
  - Maintain the integrity of the MCAC through appropriate documentation of business activities
  - Arrange taking of minutes of meetings and ensure circulation to members
  - Attend any meetings pertaining to the MCAC operations
  - Implement policies and procedures as approved by the MCAC
  - Assist with the development and implementation of the strategic and operational plans of the MCAC
  - Review the Operating Code annually and incorporate changes as approved by the MCAC
  - Ensure the involvement of appropriate committee members in decision-making and policy development
  - Coordinate the administrative details of Committee meetings, AGM and Directors meetings using staff resources available. Prepare and distribute reports for all meetings
  - Maintain historical records of the MCAC
  - Coordinate and complete membership feedback for CCAA workbooks
  - Manage student athlete eligibility verification
  - Contact sport specific referee assigners regarding scheduling and discipline
- **Financial (In conjunction with the MCAC Treasurer):**
  - Budget development and maintenance
  - Accounts Payable/Accounts Receivable for committees, sports and general administration
  - Prepare and distribute reports at MCAC meetings
  - Prepare year-end documents for annual audit, when applicable

- Maintain and update controls for processing receipts and payments
  - Authorize expenditures within association guidelines
  - Co-sign payment cheques
  - Monitor cash flow
  - Communicate with Treasurer on a regular basis and receive approvals where necessary
  - Research, develop and implement new revenue sources, e.g. grants and sponsorships, write funding proposals and ensure documentation is completed and submitted in a timely manner
- **Sport Management:**
    - Facilitate the MCAC Awards Program
    - Coordinate the MCAC Disciplinary Committee process
    - Coordinate and receive MCAC host National championship bids
    - Liaise with MCAC championship hosts
    - Represent the MCAC at all championship events
    - Liaise with the CCAA when appropriate and sit on a CCAA committee
- **Marketing & Communications (In conjunction with the MCAC Communications Coordinator)**
    - Update reporting documents for use by members
    - Supervise and monitor the activities of the Webmaster
    - Coordinate and monitor media relations regarding league profile and championship events
    - Maintain a working relationship with PSO's and CCAA in pertinent matters
    - Coordinate stats, standings, all-star and coach of the year selections

### **Contacts and Communication**

- The incumbent works independently to ensure the day-to-day operations of the MCAC.
- Frequent contact with the MCAC Directors and Committee Chairs is required to ensure the goals and objectives of the organization are met.
- Regular connection with sport convenors is also required to ensure all sport requirements are met. Arrange and chair sport convenors meeting prior to the start of each sport
- Contact with staff at the CCAA and its member conference offices is required on an on-going basis.
- The incumbent also supports the work of the Communications Coordinator and any additional contracted employees

### **Desired Skills & Qualifications**

- A bachelor's degree and a minimum five (5) years of related management experience in the sport/business sector or an equivalent combination of education, training and experience.
- Proven financial management skills including budgeting, forecasting, and overseeing preparation of financial statements and resource development. Previous experience with revenue generation, including the acquisition, maintenance, and retention of corporate sponsors and funding partners, would be an asset.

- Ability to manage people and implement best-practices related to all facets of human resources, including recruitment, retention, evaluation, succession planning, and training and development.
- Experience within a Sport related environment, Sport governing body, NSO/PSO and/or similar organization.
- Experience in working effectively with a board of directors.
- Strong ability to work in a collaborative, supportive fashion with a variety of teams, both internal and external, and bring them together in a way that promotes the organization's best interests.
- Proven ability to work independently and with a team.
- Demonstrated strong values and ethics, in accordance with CCAA Code of Ethics (and other CCAA policies), through personal and professional behavior.
- Skilled at building consensus, issue management and dispute resolution.
- Strong written and oral communications, public/media relations, and events expertise.
- Knowledge of the amateur sport systems in Manitoba.
- Proficiency in Microsoft Office and related computer programs.
- The ability to communicate in both English and French is considered an asset.
- Some travel is required.