



MANITOBA TENPIN FEDERATION

Posted August 21, 2023

EXECUTIVE DIRECTOR

The Manitoba Tenpin Federation (MTF), a not-for-profit provincial sport governing body responsible for the development, promotion, and governance of Tenpin Bowling programs in the province of Manitoba, is seeking a full time Executive Director (ED).

Primary Role:

Reporting to the MTF Board of Directors, the ED is responsible for all funding duties and providing support and assistance as required to MTF's five affiliated member associations and the Manitoba bowling community at large.

The ED will oversee all MTF office operations and perform all administrative and financial functions, as well as lead and coordinate programs, events, and initiatives in support of the ongoing development, promotion, and growth of Tenpin Bowling in Manitoba to ensure its sustainability and long-term continuity.

Primary Responsibilities:

- Maintain and supervise the day-to-day operation of the MTF office
- Update and maintain the MTF website
- Prepare submissions for all external funding agencies, including Sport Manitoba, Coaching Manitoba, and the Provincial Government and to ensure the approved applications and post-reports are submitted on a timely basis
- Attend all MTF Executive, Board, standing and ad hoc committee meetings as required and record the minutes
- Ensure financial records, minutes, documents and archive materials are maintained in accordance with government regulations and/or Sport Manitoba guidelines
- Retain and control the use of any equipment, merchandise and property owned by the MTF, according to the policies established by the MTF Board
- Maintain the MTF Policy and Procedures manual as approved by the MTF Board and assist the By-Law and Policy Committee with review of policies, procedures, Constitution and By-Laws
- Responsible for preparing and maintaining the cash flow and financial reporting, including bank transactions and investments, in accordance with accounting standards, tax laws, and audit requirements
- Responsible for preparing and maintaining the annual budget in conjunction with the Finance and Budget Committee
- Regularly report the financial status to MTF board
- Develop and implement a marketing strategy to promote MTF's brand, programs, services, events, and achievements
- Create and distribute marketing materials and communications through various channels including social media, building awareness and engagement with the media, public, and sports community
- Coordinate the nominations for Sport Manitoba's Volunteer, Youth Athlete and Coach of the Year
- Oversee and assist the organizing committee for the MTF Annual Awards event
- Assist and liaise with the conductors of MTF training and technical programs
- Recommend, acquire and manage technical equipment and coaching/training resources
- Hire and supervise support staff, including conducting annual performance appraisals

- Log payroll changes and notify Sport Manitoba as required
- Serve as the Provincial Tenpin Bowling Coaching Coordinator and Treasurer on the Manitoba Tenpin Bowling Coaches Association Board
- Serve as Recording Secretary for the Bowling Hall of Fame of Manitoba Committee and oversee the planning of the annual Induction Ceremony and Awards
- Perform all Bowling Hall of Fame of Manitoba duties as required to ensure the development and preservation of Manitoba's tenpin bowling archives and history

Qualifications and Experience

- Post-Secondary Education in Sports Management, Recreational Studies, Sport Administration, Recreation Management & Community Development, Administration and/or equivalent experience in a related field;
- Basic knowledge of accounting including budget preparation and analysis
- Strong PC skills, including ability to learn new software and proficiency with Microsoft Office programs;
- Excellent interpersonal, verbal and written communication skills;
- Ability to work independently and as part of a team;
- Strong time management, project management, problem-solving, organizational and leadership skills;
- Demonstrated ability to initiate and prioritize tasks, work under pressure, and meet multiple deadlines with various stakeholders in a multi-faceted environment;
- Working knowledge of policy development, goal-setting, and short & long-term planning;
- Must be reliable with an ability to maintain confidentiality with discretion;
- Experience in a non-profit organization is an asset;
- Experience, knowledge and passion for the sport of Tenpin Bowling is an asset.

Other Requirements

- Must pass a Criminal Record and Child Abuse Registry Check;
- Class 5 driver's license and access to a reliable vehicle;
- Ability to work flexible hours, including evenings and weekends as needed.
- Must be able to work from the MTF office at the Sport Manitoba Head Office.

Compensation & Benefits

- Salary: starting at \$40,000 to \$50,000 based on education and experience
- Benefits package
- Pension
- 35 hours/week
- Flex Time and Hybrid work schedule

**Please email your cover letter and resume
by September 30, 2023, to:**

MTF Personnel Committee
man10pin@mymts.net

All qualified candidates are encouraged to apply; however, Canadian Citizens and Permanent residents will be given priority. We thank all applicants for their interest, however, only those selected to proceed in the application process will be contacted. No phone calls please.

To learn more about the Manitoba Tenpin Federation, please visit our website at www.mbtenpinfed.com