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## Position: Manager, Operations

**REPORTS TO:** Executive Director  
**LOCATION:** Hockey Manitoba, 145 Pacific Ave. Winnipeg, MB  
**STATUS:** Permanent Full Time  
**Application Deadline:** August 23, 2019

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### JOB SUMMARY

Under the authority and supervision of the Executive Director, the **Manager, Operations** will lead effective operations in the areas of Business Development, Finance & Administration, Marketing and Events & Properties.

### CORE RESPONSIBILITIES

- Establish strong and impactful business development strategies to create the highest value and service to members, volunteers and partners
- Explore new initiatives and identify potential for business growth by setting specific goals
- Assist Executive Director in securing key sponsorships and partnerships; service accordingly
- Complete documentation, reports, etc. required by Sport Manitoba and Hockey Canada
- Create and lead marketing initiatives with clear vision and timelines
- Develop quotes, proposals, grant/funding applications
- Manage operations for designated events and properties
- Ensure effective internal administration practices and processes; network admin, technology
- Assist Executive Director in budget process, financial and strategic planning
- Meet regularly with staff Operations team; attend other meetings as required
- Assist with all applicable Hockey Manitoba events as assigned
- Other general administrative support as assigned

### QUALIFICATIONS AND KNOWLEDGE

- Post-secondary Degree or Diploma in Business Administration or relevant field
- At least 3 years' experience in a professional office setting as manager or team leader
- Experience in marketing, communications and events
- Knowledge of hockey, Hockey Manitoba programming is an asset
- Proficient in Microsoft Word, Outlook, PowerPoint, and Excel and other Microsoft products
- Demonstrated writing, editing and grammar skills
- Excellent communication, organization and leadership skills

- Ability to positively and diplomatically communicate and interact with volunteers, members, sponsors, media, board members, executive, staff and general public
- Ability to work independently on tasks and projects, while also providing direction
- Ability to meet various deadlines and work on ongoing projects
- Ability to work evenings and weekends as required by the position

#### **HOCKEY MANITOBA COMPETENCIES**

- Establish awareness how role contributes to the overall organization and seeks to understand other departments
- Earn others' trust and respect through consistent honesty and professionalism in all interactions
- Take personal responsibility for the quality and timeliness of work and professional presence, and achieves results with little oversight
- Promote cooperation and commitment within a team to achieve goals and objectives
- Use a broad range of communication techniques effectively to communicate to varying audiences in a variety of situations
- Adapt to changing needs, conditions and work responsibilities
- Take into account the best practices, the facts, goals, constraints and risks
- Focus on results and desired outcomes and how best to achieve them – get the job done!
- Follow fiscal guidelines, regulations, principles and standards
- Display an ongoing commitment to learning and self-improvement
- Work as competent member of a team

Qualified candidates are invited to submit their resume and cover letter including salary expectation to Peter Woods, Executive Director at [pwoods@hockeymanitoba.ca](mailto:pwoods@hockeymanitoba.ca) by the deadline of **August 23, 2019**.

Only candidates being considered for the position will be contacted.

Thank you.

