



Position: Manager, Operations

<u>REPORTS TO:</u>	Executive Director
<u>LOCATION:</u>	Hockey Manitoba, 145 Pacific Ave.
<u>STATUS:</u>	Permanent Full Time
<u>APPLICATION DEADLINE:</u>	Wednesday November 1, 2023

Job Summary

Under the authority and supervision of the Executive Director, the Manager, Operations will effectively engage in the operations in the areas of overall Program Operations, Finance & Administration, Sponsorship, Marketing and Events & Properties.

Core Responsibilities

Financial

- Assist in the preparation, presentation, and management of the Hockey Manitoba annual budget.
- Operational lead in the preparation of annual Sport Manitoba Integrated Framework Funding (IFF) Funding Grants.
- Assist Executive Director in budget management process, financial, and strategic planning.
- Assist in the review and approval of Hockey Manitoba Goaltending, Grassroots, and Breakfast Club funding grants.
- Operational lead in the management, exploration, quote development proposals for available funding grants and application process.
- Identified as a designated cheque approval signatory.

Sponsorship

- Establish strong and impactful business development strategies with new and existing partners 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.
- Collaborate with Executive Director in securing key sponsorships, partnerships, and service accordingly.

Communication

- Maintain healthy working relationship with respective partners including Sport Manitoba, Manitoba Moose, Winnipeg Jets, the hockey for all centre, Hockey Canada member Branches, Hockey Canada staff, and volunteers.
- Oversee and direct the distribution of the applicable communications including press releases, member information, and action items.
- Responsible for organization, coordination, and communication of staff meetings and collaborate on agenda development.



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- Respond to all written correspondence and telephone requests from volunteers, membership, and applicable agencies where applicable.
 - Assist Executive Director in administration duties such as letters, policy formation, and office procedures.
 - Ensure effective internal administration practices and processes, network admin, technology.
 - Oversee the regular updates required to maintain the Hockey Manitoba website and to ensure that it is an active communication tool.
 - Provide social media direction and support to Coordinator, Communications.
 - Responsible for the collection, tracking of data and analytics to support strategic plan and confirmation of appropriate direction.

Administration

- Supervise Coordinator, Communications and Coordinator, Program and Events and assist in identification of appropriate workplans
- Manage apparel inventory, allocation, and replenishing stock to service all Hockey Manitoba related events and programs in coordination with applicable program staff.
- Assist in the completion of documentation, reports, etc. required by Sport Manitoba and Hockey Canada.
- Manage the online store and track appropriate inventory.
- Create and lead marketing initiatives with clear vision and timelines.
- Assist in the management of operations for designated events and properties including U7 Faceoff Festivals, Hockey Manitoba Cup, Provincials, U15 AAA Showcases and Girls Hockey United.
- Manage the Hockey Canada/Hockey Manitoba/hockey for all centre booking contract and coordinate with development staff.
- Lead volunteer and member recognition including ordering of awards, promo items, and apparel.
- Assist event booking, set up, photography, and videography.
- Manage hardware and IT tracking.
- Meet regularly with staff operations team; attend other meetings as required.
- Assist with all applicable Hockey Manitoba events as assigned.
- Attend all Hockey Manitoba Fall, Semi Annual and AGM Meetings, and actively participate in discussion.
- Serve on Hockey Manitoba and Hockey Canada Committees as requested.
- Assist in the Hockey Manitoba Strategic path and manage the daily organizational outcomes including the educational, direction, of operational strategies of association.
- 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



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- 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 project
 - 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 by the deadline of **November 1, 2023**.

Only candidates being considered for the position will be contacted.

Thank you.