



Executive Director Job Description

Rhythmic Gymnastics Manitoba is looking for an engaging, enthusiastic, and expert Executive Director. The Executive Director has overall responsibility of the administration, financial management, communication, personnel management, planning and program coordination of RGM. The Executive Director reports to the President and the Board of Directors to ensure the goals of the organization are met.

This is a salary position, with a flexible hybrid work environment. This role will require work on evenings and weekends.

Duties and Responsibilities

Administrative and Financial Management

- Oversee the day-to-day operations of the organization and the RGM office.
- Prepare and submit documentation and reports as required in compliance with grant obligations.
- Manage the day-to-day finances of RGM in consultation with the VP Finance.
- Create and monitor event and program budgets.
- Human resource management of paid staff and support to RGM volunteers.
- Provide administrative support to the Board of Directors and committees.

Program Planning and Implementation

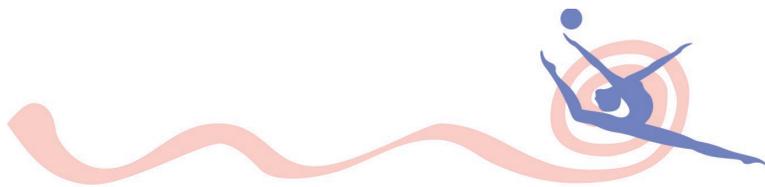
- Implement the strategic plan set by the Board of Directors.
- Contribute to overall planning and setting of RGM policy.
- Develop provincial competitions and events in collaboration with Member Clubs.
- Coordinate, monitor and evaluate the delivery of RGM events and programs.
- Develop programming as needed to meet the RGM mission/vision and strategic plan.
- Plan and organize special initiatives to support sport growth and development.
- Support and contribute to an ongoing event hosting plan involving Member Clubs.
- Schedule training and liaise with facilities for club training.

Events and Technical

- Maintain coaching records and the NCCP locker.
- Work with committees to develop technical rules and implementation for competitions.
- Assist Events Director with fulfilling volunteer roles at RGM competitions and events.
- Proactively seek out technical and technological advancements for competitions.

Communications and Marketing

- Act as an advocate and spokesperson for RGM and the sport of rhythmic gymnastics.



Rhythmic Gymnastics Manitoba Inc.

- Work with the VP Marketing to develop and implement a strategic communication plan and marketing plan.
- Communicate with athletes, parents, coaches, officials, Board members, volunteers, member clubs and organizations.
- Liaise with Gymnastics Canada, Sport Manitoba, other PSOs and related associations.
- Establish and maintain strong relationships with funding partners, sponsors, service providers, volunteers, coaches and member clubs / organizations, media, etc.
- Research potential funding sources and sponsorship opportunities, and develop sponsorship proposals and agreements.
- Create and distribute targeted communication materials relating to the promotion of RGM events and programs.
- Coordinate the planning and delivery of promotional events.
- Maintain the RGM website and social media accounts.

Qualifications

- A degree in business, management, sport or recreation management, or equivalent.
- 5 years of leadership experience in sport management and administration.
- 3 years of experience in preparing budgets and organizational financial management.
- 3 years of experience working with local, provincial, or national sport or nonprofit organizations and volunteer committees.

To Apply:

Please submit a cover letter and resume to rhythmicmbboard@gmail.com by May 3, 2024. We thank all applicants for their interest, but only those to be interviewed will be contacted.