

Position Title:	Executive Director (Full-time Employment)
Start Date:	To be negotiated with successful candidate
Hours of Work:	34 hours per week. Evening and weekend work will be required
Wage:	\$25.00 per hour
Work Location:	Sport Manitoba building, 145 Pacific Ave, Winnipeg MB
Closing Date:	January 2, 2026

Position Overview

The Executive Director is the primary face and voice of Accessible Sport Connection Manitoba (ASC MB). You will lead the daily operations of the organization, coordinate programs and events, act as the primary liaison between the community and the Board of Directors, and guide the continued growth and sustainability of our programs, outreach, and membership.

You will represent ASC MB at community events, support members and partner organizations, and oversee major initiatives such as the HEART Awards, Discovery Accessible Sport Expo, Have-A-Go events, and community outreach.

About Us

Accessible Sport Connection Manitoba (ASC MB) is a peer-led collective of accessible sport stakeholders. Born from a desire to honour and celebrate Manitoba's accessible sport community, we bring people together through inclusive programs, leadership, collaboration, and innovation. We envision a Manitoba where individuals of all abilities have equal access to sport and recreation opportunities. We aspire to be the HEART and hub of the accessible sport and recreation community in Manitoba.

Candidate Profile

We are seeking a welcoming, organized, and community-minded Executive Director with a passion for accessible sport and recreation. You excel at building relationships, communicating effectively, and leading initiatives with creativity and independence.

You are a collaborator, a builder, and someone who brings stability and leadership to a growing organization.

Responsibilities

Organizational Leadership & Operations

- Oversee day-to-day operations, communications, member support, and staff/volunteer supervision.
- Maintain ASC MB's website, social media, membership database, and general correspondence.
- Ensure compliance with Sport Manitoba requirements and represent ASC MB within the community.

Board Relations & Governance

- Serve as the primary liaison between the Board, members, and community partners.
- Help prepare Board and AGM materials, including agendas, packages, minutes, and reports.
- Lead budgeting and planning processes; support policy development and strategic planning.

Finance & Administration

- Manage daily financial tasks including deposits, cheque preparation, bookkeeping, and filing.
- Work with the Treasurer to prepare budgets, financial reports, and annual audit materials.

Funding & Partnerships

- Identify and pursue grants, sponsorships, and fundraising opportunities.
- Prepare grant proposals and follow-up reporting.
- Support partner organizations with funding opportunities.

Programs & Events

- Lead planning, delivery, and evaluation of ASC MB programs and events (HEART Awards, Sport Expo, Have-A-Go events, outreach initiatives).
- Coordinate logistics such as facilities, equipment, volunteers, interpreters, transportation, and accessibility requirements.
- Maintain program documentation, equipment inventory, and event reports.

Community Outreach

- Provide information and one-on-one support to individuals seeking accessible sport and recreation opportunities.
- Connect individuals to appropriate partner programs and offer accessibility guidance to organizations.

Qualifications

- Ability to work efficiently and independently with minimal supervision.
- Strong organizational, multitasking, and communication skills, both verbal and written.
- Basic proficiency with Microsoft Office or similar software, social media platforms, and website editing (or a willingness to learn).
- Experience in writing grant proposals is an asset.
- Experience in sport administration or event management is an asset.
- Experience working with the disability community and knowledge of accessibility legislation (Accessibility for Manitobans Act or Accessible Canada Act) is an asset.
- Ability to create accessible and inclusive communications (or willingness to learn).
- 1+ year experience in the field of sport and recreation for persons with a disability is ideal; similar experience will be considered.
- Class 5 driver's licence, towing ability, and ability to lift/move equipment are assets.
- Provide a satisfactory criminal record check and clean child abuse registry check.

Please forward CV / Resume to: privacyofficer@ascmanitoba.ca

Accessible Sport Connection Manitoba is committed to creating an inclusive and accessible workplace. We welcome applications from individuals with disabilities and will provide accommodations throughout the recruitment process upon request.

We appreciate your interest in this position, but due to expected volumes of applications, we apologize in advance if we do not contact all applicants.