

## **Executive Director Cheer Manitoba**

Reporting to: Board of Directors

Position Type: Part-Time (20 hours per week)

Work Location: Virtual / Remote

Compensation: \$25–\$28 per hour, based on experience

### **About Cheer Manitoba**

Cheer Manitoba is the provincial governing body for the sport of cheerleading in Manitoba. Incorporated as a not-for-profit organization, Cheer Manitoba is governed by an elected Board of Directors and is responsible for regulating, developing, and promoting cheerleading throughout the province. The organization supports member clubs, coaches, athletes, officials, and volunteers while fostering safe, inclusive, and sustainable participation in the sport.

### **Position Summary**

The Executive Director (ED) is the administrative officer of Cheer Manitoba and is responsible for the overall leadership, management, and day-to-day operations of the organization. Reporting directly to the Board of Directors, the ED implements the strategic direction set by the Board, ensures sound governance and financial stewardship, oversees programs and services, and serves as the primary liaison with stakeholders and partners.

This is a virtual, part-time position requiring a highly organized, self-directed professional who can work independently while maintaining strong communication and accountability with the Board and members.

## **Key Duties and Responsibilities**

### Strategic Planning & Leadership

- Implement the strategic plan and priorities as approved by the Board of Directors.
- Provide leadership, recommendations, and professional guidance to the Board on organizational planning and development.
- Support the long-term growth and sustainability of cheerleading in Manitoba.

### Operations Management

- Manage the day-to-day operations of Cheer Manitoba in a virtual office environment.
- Develop, maintain, and improve administrative systems, processes, and workflows.
- Coordinate contracts, service providers, and operational needs as required.

### Governance & Policy

- Support the Board of Directors and committees with meeting preparation, and follow-up actions.
- Ensure compliance with organizational bylaws, policies, and applicable legislation.
- Assist with policy development, review, and implementation.

### Budget & Finance

- Prepare annual budgets with the assistance of the treasurer for Board approval as well to present to Sport Manitoba.
- Monitor revenues and expenses and provide monthly financial reports.
- Oversee bookkeeping and financial record-keeping using QuickBooks.

- Ensure appropriate financial controls and accountability practices are in place.
- Assist with the support of the BOD in the annual audit

### Oversight of Programs

- Provide administrative oversight and coordination of Cheer Manitoba programs and initiatives as directed by the BOD.
- Support program planning, delivery, evaluation, and continuous improvement.
- Ensure programs align with organizational goals and member needs.

### Stakeholder & Partner Liaison

- Act as the primary liaison with Sport Manitoba, Cheer Canada , member clubs, and external partners. ( with support from other BOD members)
- Build and maintain positive working relationships with sponsors, funders, and community stakeholders.
- Represent Cheer Manitoba at meetings, events, and virtual forums as required.

### Member Services & Administration

- Respond to general inquiries from members, clubs, and the public.
- Manage registration processes (Active Messenger Platform) for athletes, coaches, officials and clubs.
- Respond to insurance-related matters.

### Grants & Sponsorships

- Identify, apply for, and manage grants and funding opportunities.
- Support sponsorship development, tracking, and stewardship.
- Ensure grant compliance and reporting requirements are met.

## Program & Club Support

- Provide support and guidance to member clubs, volunteers, and committees.
- Assist with communications, resources, and operational support as needed.

## **Qualifications**

- Post-secondary degree or diploma in Business, Marketing, Communications, Nonprofit Management, Commerce, Sport Management, or a related field.
- Previous experience working with or within Sport Manitoba is strong asset.
- Experience in sport, nonprofit, or community-based organizations is an asset.
- Previous experience in cheerleading is a bonus but not a requirement
- Ability to work independently, exercise sound judgment, and manage confidential information appropriately.
- Strong organizational, interpersonal, multitasking, and time-management skills.
- Clear, professional verbal and written communication skills.
- Working knowledge of Microsoft Outlook, Word, Excel, Google Meet, Activity Messenger and QuickBooks.
- Ability to work flexible hours, including occasional evenings and weekends as required.
- Valid Class 5 driver's license.
- Criminal Record Check with Vulnerable Sector Screening and Child Abuse Registry Check (required upon hiring).

