

Executive Director

About the MRA

The Manitoba Runners' Association (MRA) is a not-for-profit organization supporting the running community in Manitoba. Our mission is twofold:

Promote health, fun, and achievement through running.
Support those who create opportunities to run.

We aim to encourage mass participation in running through fun events and activities, while at the same time supporting the individual pursuit of excellence through competitive road races.

Through our affiliation agreement with Athletics Manitoba (a provincial sport organization), MRA is also the official sanctioning body for road & trail running in Manitoba. We establish and monitor standards to ensure that sanctioned races are well-organized and safely executed. We also support Race Directors to make their events a success.

MRA is governed by a volunteer Board of Directors who hold us accountable to our members and to the community. We are run by an Executive Director and supported by a large volunteer network.

About the role

The Executive Director provides strategic leadership for the MRA by overseeing its programs, administration, and strategic planning. The Executive Director reports to the Board of Directors, which approves the strategic direction and policies of the organization. The Board entrusts the Executive Director to run and manage the MRA responsibly.

Primary duties and responsibilities

Leadership

- Work with the Board of Directors to develop a vision, mission, and strategic plan to guide the MRA.
- Oversee the programs and administration of the MRA, providing leadership to staff, contractors, and volunteers as necessary.
- Maintain strong relationships and communication with members, Race Directors, Athletics Manitoba, sponsors, donors, sports organizations, the media, and other key stakeholders.
- Represent the MRA at community events to enhance the MRA's profile.
- Along with the President, act as spokesperson for the MRA.

Operational planning and management

- Develop and execute an operating plan that works toward the MRA's strategic direction.

- Oversee the planning, implementation, day-to-day monitoring, and evaluation of the MRA's programs, services, and special projects.
- Draft policies for the Board's approval and prepare procedures to implement these. Review existing policies each year and recommend changes as appropriate.
- Plan for, staff, and manage the human resources needed for MRA's management and program delivery, including coaching, mentorship, and discipline as necessary.
- Ensure that files are securely stored, and that privacy/confidentiality is maintained.
- Support the Board by preparing meeting agendas and supporting materials.

Financial planning and management

- Work with the Board to prepare a comprehensive annual budget and to secure adequate funding for the operation of the MRA.
- Research funding sources, oversee the development of fund-raising plans, write funding proposals and reports, and participate in fundraising activities as appropriate.
- Administer the funds of the MRA according to the approved budget and within the authorities delegated by the Board. Monitor the monthly cash flow of the MRA.
- Work with the Treasurer to provide the Board with comprehensive, regular reports on MRA's financial situation.
- Ensure that sound bookkeeping and accounting procedures are followed, and that the MRA complies with all legislation covering taxation and withholding payments.
- Identify and evaluate the risks to the MRA's people, property, finances, goodwill, and image. Implement measures to control these risks, including but not limited to maintaining appropriate and adequate insurance.

Knowledge, skills, and abilities

The Executive Director should demonstrate competence in some or all the following:

- Leadership in the not-for-profit or voluntary sectors.
- Awareness of the challenges and opportunities facing the sports and recreational community in Manitoba.
- Management of people, finances, physical resources, and projects.
- Communications, marketing, social media, and stakeholder management.
- Building positive working relationships within and outside the running community.
- Planning, organizing, and attention to detail.
- Problem solving, creativity, and flexibility.

Compensation and working conditions

- \$55,000 to \$85,000 annually, depending on qualifications and experience.
- Based on an average expected work week of 37.5 hours.
- 15 days paid vacation each year; 20 days paid vacation after three years of service; 25 days paid vacation after five years of service.
- Hours vary seasonally; some evening and weekend work is expected.

- Work from home. A stipend is provided for office expenses.
- Local travel is required. Access to a reliable vehicle is required. A stipend is provided for travel expenses.

To Apply

To apply, send a cover letter and resume to president@mraweb.ca.

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