Executive Director
Pickleball Manitoba

Location:	Manitoba – primarily remote/hybrid, with attendance at meetings, tournaments and events as needed
Employment:	Part-time, approximately 15–20 hours per week
Compensation:	$32,000–$40,000 annually, commensurate with experience, plus approved business expenses
Reports to:	Board of Directors
Application Deadline:	November 27, 2026
Anticipated Start Date:	January 2027

Help Shape the Future of Pickleball in Manitoba

Pickleball is one of Canada's fastest-growing sports, and Pickleball Manitoba Inc. (PMI) is ready for its next stage of growth. With a growing membership, an expanding network of affiliated clubs and strong potential in youth and recreational programming, PMI is hiring its first paid Executive Director as it moves from a volunteer-run organization to one supported by professional staff.

The Board of Directors sets PMI's governance, policies and strategic direction. The Executive Director will put that direction into action and manage day-to-day operations, working with committees, clubs, coaches, volunteers, Sport Manitoba, Pickleball Canada and community partners. You'll help build the systems, partnerships and programs PMI needs for the future.

The schedule is flexible, with occasional evening and weekend commitments for tournaments, meetings, clinics and special events.

Key Responsibilities

Leadership & Administration

- Manage day-to-day operations and implement the Board's strategic direction, policies and priorities.
- Work with the Board to set annual priorities, objectives and key performance indicators.
- Prepare Board reports and recommendations, and support Board and committee work.
- Maintain records, policies, contracts and administrative systems, and track deadlines and deliverables.

Finances & Partnerships

- Prepare and manage the annual budget with the Treasurer, and report regularly to the Board on finances.
- Identify grant opportunities and coordinate applications and reporting.
- Develop sponsorships and partnerships with businesses, government, foundations and community organizations.
- Maintain strong relationships with Sport Manitoba, Pickleball Canada and other sport organizations.

Membership, Communications & Sport Development

- Grow membership and engagement, and strengthen relationships with affiliated clubs across Manitoba.
- Expand participation, including in rural, northern and underserved communities, and support youth and player development programs.
- Oversee the website, email and social media, and represent PMI with members, media and stakeholders.

Events & Programs

- Coordinate the Provincial Championships and other major events, supporting tournament committees and volunteers rather than replacing their roles.
- Support clinics, coach development, provincial team activities and other PMI programs, and help evaluate them for improvement.

What We're Looking For

You don't need to be a pickleball expert. We're looking for a relationship builder and organizer with sound judgment who is comfortable working independently with a volunteer Board. This role may suit an experienced sport administrator, nonprofit or association manager seeking meaningful part-time leadership.

- Experience in nonprofit, sport, association, community or recreation management
- Strong organizational, administrative and project-management skills
- Excellent written and verbal communication and relationship-building skills
- Experience working with volunteers and volunteer Boards
- Experience with budgeting and financial management
- Comfort with digital communications and tools such as Microsoft Office or Google Workspace
- Ability to work independently and remotely, manage competing priorities and maintain confidentiality
- Ability to work occasional evenings and weekends and travel within Manitoba

Considered an Asset

- Experience in the Canadian amateur sport system, including knowledge of Sport Manitoba and Pickleball Canada
- Experience with pickleball or another amateur sport, including organizing tournaments or major events
- Experience with sponsorships, grant applications or grant-funded programs
- Experience with youth and community sport programs, Safe Sport principles and sport governance

Conditions of Employment

The successful candidate will complete a criminal record and vulnerable-sector check and required Safe Sport training, and will follow PMI policies, including the code of conduct and conflict-of-interest requirements.

How to Apply

Email a cover letter and résumé to info@pickleballmanitoba.ca with the subject line "Executive Director Application" by **November 27, 2026**.

Applications will be treated in confidence. References will be requested from finalists. We thank all applicants for their interest; only those selected for an interview will be contacted.

Pickleball Manitoba Inc.
PLAY MORE. PLAY BETTER. BELONG