



CANADIAN SPORT CENTRE MANITOBA POSITION DESCRIPTION

Position Title:	Executive Director	Posting Date: Friday, January 10, 2025
Responsible to:	CSCM Board of Directors	Application Deadline: Friday, January 24, 2025 at 4:00pm CST
Location:	158 Frank Kennedy Centre University of Manitoba, Winnipeg, MB	
Remuneration:	\$110,000 – 130,000	Interviews Begin: Week of February 3, 2025 (TBC)

OVERVIEW:

The Executive Director (ED) will lead Canadian Sport Centre Manitoba (CSCM) in fulfilling its mission to develop elite athletes and coaches in Manitoba. As a passionate advocate for high-performance sport, the ED will provide overall leadership and drive strategic direction for CSCM operations to ensure the realization of CSCM objectives and long-term vision. This leadership position requires someone with an unwavering passion for sport and a track record of successfully managing complex grants, sponsorships, and funding relationships. The ED will work with multiple stakeholders, including government entities, corporate partners, and sport organizations, to ensure that CSCM's world-class training environments continue to meet the needs of Canada's elite athletes.

REPORTING RELATIONSHIPS:

Reports to: CSCM Board of Directors (Board Chair)

Directly Supervises:

- Director of Physical Preparation
- Director of Sport Dietetics
- Director of Sport Psychology
- Marketing & Communications Coordinator
- Bookkeeper

Key Relationships:

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| <ul style="list-style-type: none"> ● Sport Canada ● Own the Podium ● Sport Manitoba ● Province of Manitoba ● Office of Sport Integrity ● University of Manitoba ● The Winnipeg Foundation ● Canadian Olympic Committee (COC) | <ul style="list-style-type: none"> ● Canadian Olympic Foundation (COF) ● Canadian Paralympic Committee (CPC) ● Canadian Olympic & Paralympic Sport Institute Network (COPSIN) ● Coaching Association of Manitoba ● Provincial Sport Organizations ● National Sport Organizations ● Members of the Corporate Community |
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RESPONSIBILITIES:

Strategic Leadership and Vision

- Provide visionary leadership to guide CSCM's growth, ensuring alignment with broader goals of COPSIN and national high-performance sport initiatives.
- Foster a culture of excellence, innovation, and collaboration
- Support Manitoba's Olympic and Paralympic athletes through athlete-centered programs that integrate world-class training, sports science, and wellness.
- Prepare CSCM to capitalize on emerging strategic opportunities.
- Lead with a strong passion for sport, advocating for the needs of athletes and coaches in all areas, including talent identification, performance development, and mental and physical health.
- Champion policies supporting safe sport practices, ensuring a safe and respectful environment for all athletes, coaches and stakeholders.
- Shape and support CSCM's vision for Diversity, Equity and Inclusion

Leadership and Team Development

- Lead and coach a top-tier sport science team, integrating expert resources with athlete and coach-led training.
- Foster a collaborative, inclusive work environment that supports professional growth and high performance.
- Promote diversity, equity, and inclusion throughout the organization.
- Promote a safe sport culture within the organization through partnerships to train and educate staff.
- Oversee CSCM's operations, including staffing, office procedures, and financial management.
- Create an environment that supports athletic excellence through advanced sports science, coaching and care.

Relationship Building

- Build strong relationships with COPSIN, Sport Canada, Sport Manitoba, national/provincial sport organizations.
- Represent CSCM and promote its programs at local, provincial, and national levels.
- Manage relationships with potential sponsors and partners to enhance resources and profile.
- Communicate effectively with athletes, coaches, sport organizations, providers, media, and funding partners.
- Serve as the primary spokesperson for the media and other agencies.

Business Operations and Financial Management

- Manage the CSCM budget to ensure financial sustainability while maximizing investments in programs.
- Ensure robust financial controls and transparency in all financial operations.
- Monitor, adjust and innovate programs, services, and products to align with CSCM's strategic direction.
- Secure and manage funding, grants, sponsorships, and other financial resources for program sustainability.
- Ensure compliance with funding agreements and report on outcomes.
- Oversee CSCM's investments to ensure performance and accountability.
- Provide recommendations for efficient service, financial and operational policies.
- Ensure compliance with legal and regulatory requirements to mitigate risks.
- Advise the Board to promote efficient decision-making and optimal performance.
- Review and recommend improvements to governance and organizational policies.

STRATEGIC PRIORITIES:

1. PERFORMANCE: Performance Partner of Choice

- Sport Science Sport Medicine/Equipment/Facility/Life Services
- Increase per capita representation of Manitoba athletes on national teams
- Holistic athlete development

2. PEOPLE: Diverse Expertise through Top Talent

- Commitment to professional development
- Training Next Generation providers
- Attractive, safe work environment
- Drive interdisciplinary collaboration

3. PATHWAY: More Athletes, Better Shot, Younger Age

- Provincial High Performance Plan
- Conversion to National Teams
- Talent Identification

4. SUSTAINABILITY: Ensure lasting impact in MB High Performance Sport

- Fiscal responsibility
- Quality governance
- Risk management
- Safe Sport

QUALIFICATIONS:

- Post-secondary degree in a relevant field
- Ten years of senior leadership position
- Proven track record in securing grants, sponsorships, and funding from government and private sources
- Experience leading teams and managing complex projects
- Ability to inspire and lead others in the pursuit of excellence
- Skilled at setting and achieving short- and long-term goals
- Strategic thinker with the ability to identify opportunities and drive innovations
- Strong financial management experience, including budgeting, securing funding and ensuring compliance
- Excellent leadership, communication, and interpersonal skills
- Proven ability to manage major projects to successful completion
- Proficient with computers and software programs
- Experience in national or international sport is an asset
- Knowledge of the Canadian sport system and the needs of high performance athletes and coaches is an asset
- Bilingualism in English and French is a plus

DATE REVISED: January 6, 2025