



Employee Name:	Manitoba Table Tennis Association Inc.
Job Title:	Executive Director
Type:	Permanent Full-Time (35 hours per week)
Reporting to:	President
Supervisory to:	Administrative Assistant, Athlete Development Director
Internal Communications:	Executive Committee, MTTA Committee Chairs, Athlete Development Director and MTTA members
External Communications:	Sport Manitoba, Table Tennis Canada, (N.S.O.), Funding Partners, Member Clubs/Organizations, Other key stakeholders

**Job Summary:**

The Executive Director will promote the interests and further the development of the Manitoba Table Tennis Association (M.T.T.A.) by providing leadership, vision, support, and interpretation of policies to staff and members and by implementing and managing the policies, processes, and codes of conduct approved by the Executive. This individual will be responsible for the promotion of the M.T.T.A. to the business community and maintain a strong working relationship and good communications with all stakeholders within the Table Tennis community.

**Qualifications/Competencies:**

- Combination of Post-Secondary education and experience
- Minimum 3 years of experience in a leadership position with ability to lead people successfully to achieve desired goals.

- Sport administration experience is considered an asset.
- Demonstrated strong leadership and interpersonal skills with a proven ability to develop effective partnerships with a wide array of internal and external stakeholders.
- Strong oral and written communication skills for report writing, grant proposals, developing policies and project proposals.
- Proven financial management skills including budgeting and an understanding of financial statements.
- Knowledge of or experience with government funding processes, sponsorship solicitation and development.
- Must be able to work extra time outside of normal office hours as required;
- Bilingual (English/French) is an asset
- Obtaining the required criminal record check and/or submitting a screening declaration form or any other document as required by the Employer.

**Responsibilities:**

- Maintain and supervise the operations of the M.T.T.A. office and on a day-to-day basis, ensure that the workflow is completed effectively and efficiently.
- Ensure that all M.T.T.A. files and records are properly maintained.
- Takes control over inventory of all M.T.T.A. assets and provide recommendation to the Executive for asset replacement or upgrade.
- Identify and manage operational risks daily including establishing and maintaining adequate risk management protocols and when required, formulate strategies for managing these risks for consideration by the Executive.
- Prepare and present the annual operating budget, ongoing business plans and organizational strategies to the Executive.
- Assume primary responsibility for the management of the finances of the M.T.T.A. and oversee the day-to-day operations of the M.T.T.A. including the general supervision of all staff and volunteers within the constraints of the Executive approved budget.
- Reconcile the General Ledger with the Monthly Bank Statement.

- File an Annual Return on behalf of the M.T.T.A.
- Manage the organization's current financial and other reporting mechanisms as well as its control and monitoring systems to ensure that these mechanisms and systems capture all relevant material information on a timely basis and are functioning effectively and that the level of capital held is consistent with the risk profile of M.T.T.A.
- Initiate, develop and complete applications for all Sport Manitoba Integrated Funding Framework (I.F.F.) requirements, and other funding programs and oversee the implementation, reporting and evaluation of funded programs.
- Ensure that the Executive and its various committees are provided with sufficient information on a timely basis in regard to the organization's business and, in particular, with respect to the organization's performance, financial condition, operating results and prospects, to enable the Executive and those committees to fulfill their governance responsibilities.
- Work with the M.T.T.A. Executive approved auditor in the development of annual audited statements.
- Oversees the social media footprint, traditional media footprint, marketing efforts and initiatives of the M.T.T.A., and to act as the primary contact and lead spokesperson for all media inquiries.
- Responsible for updating of the M.T.T.A. website.
- Coordinates all M.T.T.A. meetings.
- Attend meetings of the M.T.T.A. Executive and some M.T.T.A. or Table Tennis Canada committee meetings as recommended and approved by the M.T.T.A. Executive.
- Maintain close working relationship with M.T.T.A. Executive members and provide assistance, advice and support as required.
- Ensure membership lists are kept up to date.
- Coordinate historical and archival activities.
- Ensure pre-meeting preparation: distribution of meeting notice, agenda and required meeting materials.
- Submit monthly written report of all activities to M.T.T.A. Executive members as well as yearly report at the M.T.T.A. Annual General Meeting.

- Provide information to members and other sport partners on all aspects of the sport.
- Provide administrative support for the implementation of all M.T.T.A. programs (i.e. Provincial Team, Provincial and out of Province Tournaments).
- Support the recruitment, selection and training of all M.T.T.A. volunteers.
- Communicate in respectful and timely manner with all members and stakeholders.
- Recommend and coordinate professional development opportunities for key volunteers.
- Act as an Ambassador for the M.T.T.A.



**EXECUTIVE DIRECTOR  
FULL TIME POSITION**

The Manitoba Table Tennis Association (M.T.T.A.) is the Provincial Sport Governing Body whose purpose is to initiate, regulate, manage, and communicate the programs, services and events that promote participation and excellence in table tennis in the Province of Manitoba.

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Please submit in Microsoft Word or PDF format your confidential professional resume, salary expectations and three references by email to [darekm@mts.net](mailto:darekm@mts.net). Only those receiving an interview will be contacted.

\* Manitoba Table Tennis Association is an equal opportunity employer.