



Job Opportunity Executive Director – Manitoba Horse Council

June 8, 2021

Manitoba Horse Council (MHC) is now seeking its next Executive Director (ED) to lead the organization in its vision *to grow and sustain involvement in equine activities and sport in Manitoba*. MHC is a not-for-profit organization representing clubs and individual members involved in equine activity in Manitoba. MHC is the recognized governing body for equestrian sport in the province.

As part of its vision, MHC is focused on supporting individuals and clubs who are part of the horse community as well as attracting new and returning participants. The horse community is diverse with many different interests and disciplines but is unified by the common enthusiasm all share for their equine partners. MHC is working to build this sense of community province wide. MHC strives to ensure a positive, safe, quality experience for all participants by playing a key role in the development of coaches, officials and athletes, as well as providing education and advocacy for sport protocols. In addition, MHC provides a high-quality Equestrian Facility for events and gatherings in beautiful Birds Hill Park. MHC also seeks to protect the interests and minimize the risks affecting the horse community in Manitoba.

As the Executive Director you would be responsible for the management of the day-to-day business operations of MHC, providing strategic direction and support to the Board of Directors, ensuring growth in the membership base, delivering value-add member services in conjunction with the Board Chairs and Committees and acting as the spokesperson and/or primary contact for MHC with members, provincial and national organizations and the community.

Key Responsibilities:

- Provide **strategic leadership** and direction in the development and implementation of MHC's Strategic Plan.
- Oversee and lead aspects of MHC's **monthly and year-end financials**, annual budget, compliance and contract negotiations.
- Ensure a **healthy and safe work environment** for staff, Board and members. Supervise direct reports and support ongoing development.
- Act as a **spokesperson and primary contact** for MHC in the community (e.g., members, Clubs, sponsors, public, media inquiries, events). Represent MHC during Sport Manitoba, Equestrian Canada and provincial equine association meetings, conferences and initiatives.
- Develop and implement plans to grow the **membership base** of MHC. Determine annual membership projections, plans and fees. Liaise with current and potential members and Clubs to build relationships and identify opportunities to provide value-add services.
- With the Facility Chair, develop and implement plans to grow the usage of the **Equestrian Facility** at Bird's Hill Park. Determine annual rental rates/budget and manage bookings.
- Lead the **sanctioning process** with show organizers for Equestrian Canada bronze/silver shows in Manitoba.
- Monitor **equestrian industry and horse welfare** developments to identify potential issues/risks and determine response. Liaise with Manitoba Agriculture and Resource Development, the Manitoba Chief Veterinary Officer and other industry contacts as necessary.

- Prepare **annual funding** report for Sport Manitoba. Identify additional sources of funding/grants for MHC, its members and Clubs. Submit/review applications and distribute funds.
- Oversee MHC's **sponsorship** program, including identifying and connecting with potential sponsors.
- Provide support to MHC's **Board of Directors and Committees** as they lead initiatives in their respective areas of responsibility (Coaching, Officials, Recreation, Equestrian Facility, Competitions, Marketing & Communications, Industry, Health & Education). With Board President, prepare and manage logistics and records for Board and Clubs meetings.

Key Requirements:

- Post-secondary education and/or experience in business administration, sport administration or a related field.
- Experience in a leadership role, preferably of a not-for-profit organization.
- Knowledge of the equestrian community in Manitoba and existing relationships would be asset but not a requirement.
- Ability to think strategically and build support for a vision among staff, board, members.
- A proven track record of building and maintaining collaborative relationships with tangible results.
- Solid budget and financial management skills, including analysis, decision making and reporting.
- Strong organizational abilities, including planning, delegating, program development and task facilitation.
- Demonstrated ability to lead and collaborate with others.
- Aptitude for both written and verbal communications.
- Strong understanding of governance and experience reporting to and working closely with a volunteer Board of Directors.
- Knowledge of grant/funding/sponsorship opportunities would be an asset.
- Knowledge of provincial and/or municipal government would be an asset, but not essential.
- Experience with MS Office including word processing, e-mail, database, spreadsheet, presentation software, etc. A working knowledge of QuickBooks Desktop would be a bonus, plus the ability to work with various meeting/sharing software applications.
- Occasional evening or weekend work may be required (for Board meetings, equestrian events, etc.).

Interested individuals are invited to submit their cover letter and resume to MHCjobs2021@gmail.com no later than July 9, 2021.