



Executive Director

Rowing Association of Manitoba

\$30,000 - \$35,000 per year - Permanent, Part-time (21 hours per week)

Location

Hybrid: Remote and MRA Office at Sport Manitoba, 145 Pacific Avenue, Winnipeg, MB

Benefits

- Flexible Schedule with some evenings for board meetings and some weekends for special events such as the Annual Meeting, as required
- Dental care, disability & life insurance
- 3 weeks vacation

Full job description

Rowing Manitoba Association (MRA) is seeking an individual to fill its Executive Director position. This is a part-time position (21 hours per week) based in Winnipeg, Manitoba. The Executive Director will report to the MRA President and work with the MRA Board of Directors.

The Executive Director will oversee MRA operations, including board administration, financial management, membership engagement and communications. The Executive Director will implement and manage strategies, policies, and processes approved by the Board.

The Executive Director will maintain strong working relationships with Rowing Canada, Sport Manitoba, clubs, and all stakeholders within the rowing community.

QUALIFICATIONS:

- Post secondary education preferred.
- Previous experience in administration, preferably in a leadership role within a similar organization. Other equivalent combinations of education and experience may be considered.
- Knowledge of rowing or willingness to learn about the sport
- Experience in developing and managing budgets.
- Knowledge of, or experience with, funding processes.
- Excellent oral and written communication for building and maintaining collaborative relationships, as well as for undertaking presentations, report writing, grant or project proposals, and policy development
- Strong interpersonal and organizational skills.
- Ability to work effectively with diverse stakeholders.
- Ability to motivate volunteers and members and a positive culture.
- Proficiency in Microsoft Office Suite, QuickBooks and other software applications such as Wordpress, and social media.
- Willingness to work flexible hours, including evenings, if required.
- Willingness to obtain any required criminal record check and/or submitting a screening declaration form or any other document as required by the Employer.

Submit applications to:

Jennifer Findlay, VP Domestic, jfindlay@bell.net

Subject Line: Executive Director

Application deadline: 2025-06-16 at 5:00 pm CST

Expected start date: 2025-07-07 (negotiable)