



TENNIS MANITOBA

POSITION: Executive Director
ORGANIZATION: Tennis Manitoba, Winnipeg, Manitoba
REPORTS TO: Board of Directors
DATE: January 2025

POSITION OVERVIEW

Tennis Manitoba is seeking an experienced and dynamic leader to serve as its Executive Director. Reporting to the Board of Directors, the Executive Director is responsible for the strategic and operational leadership of Tennis Manitoba. This role involves overseeing the development and delivery of programs, fostering partnerships, ensuring financial sustainability, and promoting the growth of tennis across Manitoba.

KEY RESPONSIBILITIES

1. Leadership and Strategy:

- Develop and implement Tennis Manitoba's strategic plan in collaboration with the Board of Directors.
- Provide visionary leadership to advance tennis in Manitoba at all levels, from grassroots to high-performance.
- Represent Tennis Manitoba as the primary spokesperson and advocate for the sport within the province and nationally.

2. Program Development and Delivery:

- Oversee the design and implementation of programs that support player development, coaching certification, and community engagement.
- Ensure programs are inclusive, accessible, and aligned with Tennis Canada's goals and initiatives.

3. Partnerships and Stakeholder Relations:

- Build and maintain strong relationships with Tennis Canada, Sport Manitoba, provincial tennis clubs, community organizations, and government bodies.
- Identify and pursue opportunities for partnerships and sponsorships to enhance Tennis Manitoba's reach and impact.

4. Financial and Operational Management:

- Develop and manage Tennis Manitoba's annual budget to ensure financial sustainability.
- Oversee the organization's operations, including staff, volunteers, and facilities.
- Prepare reports and updates for the Board of Directors, ensuring transparency and accountability.



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5. Marketing and Advocacy:

- Promote the sport of tennis through public relations, social media, and community outreach initiatives.
- Advocate for tennis programs and infrastructure development across the province.

6. Facilities Management:

- Manage all aspects of 2 outdoor facilities including maintenance and upkeep, programming, staffing, and other duties as required.

7. Governance and Board Support:

- Work closely with the Board of Directors to ensure governance best practices.
- Support the Board in policy development, strategic decision-making, and compliance with regulatory requirements.

EXPERIENCE AND QUALIFICATIONS

We are seeking a highly experienced and dynamic leader with a proven track record in senior leadership roles, preferably within the sports or non-profit sector. The ideal candidate will possess strong knowledge and passion for tennis and its development, coupled with excellent organizational, financial management, and project management skills. Exceptional communication and relationship-building abilities are essential, as well as demonstrated success in sponsorship development and stakeholder engagement. The candidate should have a post-secondary degree in business, sports management, or a related field, and a minimum of five years of relevant leadership experience. Fundraising experience would be an asset.

- Strong knowledge of and passion for tennis and its development.
- Excellent organizational, financial management, and project management skills.
- Exceptional communication and relationship-building abilities.
- Demonstrated success in sponsorship development, and stakeholder engagement.
- Knowledge of governance and working with a Board of Directors.
- Flexibility to work evenings and weekends as required for events and meetings.
- Valid driver's license and access to reliable transportation.
- Ability to travel occasionally within Manitoba and Canada.

Compensation: A competitive compensation package will be offered, commensurate with experience and qualifications.

Interested candidates are invited to submit their resume and cover letter outlining their qualifications and interest in Tennis Manitoba. Applications should be sent to ED@tennismanitoba.com by January 31, 2025.

Tennis Manitoba is an equal-opportunity employer.