



General Manager 2022 Arctic Winter Games

Position Description: As the senior officer and ambassador of the 2022 Arctic Winter Games, the General Manager is responsible for the overall planning, organization, coordination, control and successful and financially-responsible staging of the 2022 Arctic Winter Games. In accordance with the objectives, policies, plans and budgets approved by the Board, the General Manager's primary responsibilities include:

Games Management:

- Oversee all aspects of the Arctic Games including planning, scheduling, fiscal management and contractual negotiations.
- Develop and manage a comprehensive annual operating and capital budget, ensuring the required financial controls are established and adhered to.
- Develop a financial reporting system that provides the level of detail necessary for the Board to support prudent financial decisions and monitor the financial status of the Games.
- Prepare and continually monitor the results of strategies and plans for each functional area of the Host Society.
- Develop a centralized communication system to ensure the efficient coordination of work amongst the Society members, staff, volunteers and partners.
- Lead all post-Games activities, including drafting and presenting the final financial performance and economic impact report and constructing a disposal of assets plan.

Partnership Development and Liaison:

- Act as the Games ambassador and champion in the promotion of the Games with all partners, participants, government agencies and sport associations.
- Develop and implement a sponsorship strategy and sponsor support program.
- Build and maintain cooperative arrangements with the Arctic Winter Games International Committee, the Regional Municipality of Wood Buffalo and the Government of Alberta.
- Establish and work within an approved partnering communication framework.

Board and Committee Representation:

- Prepare and monitor the approved strategies for the functional plans for each of the Divisions and their Committees.
- Provide administrative support to the established Boards and Committees and assist in the recruitment of volunteers for vacant committee positions.
- Deliver accurate, timely and comprehensive presentations to Boards, Committees, local and provincial Officials, sponsors and key stakeholders.
- Provide a critical timelines report and regular updates to the appropriate bodies within the Host Society.

Human Resources and Staffing:

- Foster a safe and collaborative working environment focused on mutual respect and inclusivity.
- Create and manage a workforce plan for employees and volunteers.
- Develop human resources policies and procedures, including a performance plan and review process.
- Oversee the full employment cycle, including recruitment and hiring.
- Directly supervise and mentor staff and provide central direction and coordination of information.
- Provide consistent and cohesive orientation and training for all employees and volunteers.

Marketing, Communications and Public Relations

- Develop, coordinate and execute a thorough marketing, communications, public and media relations strategy for the full scope of the Games, including post-Games wrap up.
- Evaluate and adjust as needed the ongoing marketing program for ticket sales, event management and related considerations.
- Ensure the alignment of the marketing strategy into all Games activities.
- Attend and participate in meetings of the volunteer committee and work groups to ensure effective communications, planning and integration of work across the spectrum of Host Society activities and responsibilities.

- Qualifications:**
- A University Degree in Sports Management, Business Administration, Public Relations, Marketing, Recreation or a related discipline.
 - Event Management Certificate is an asset.
 - Minimum 10 years working at a senior management or executive level in a corporate or institutional environment.
 - Experience in managing major events, preferably related to large sporting events.
 - Demonstrated leadership experience connecting with a wide array of functional areas such as finance, human resources, marketing, fund raising and project management.
 - Experience working with Boards, Sponsors and volunteers.

You will possess the following:

- Proven senior leadership, management, supervisory, and analytical skills.
- Broad and demonstrated knowledge in event management, strategic communications, stakeholder relations and public engagement.
- Expertise in strategic planning, issues management and policy development.
- Budget management.
- Excellent communication and interpersonal skills in all situations.
- Highly developed political and business acumen.
- Ability to provide interdepartmental leadership and build relationships with diverse stakeholder groups including but not limited to industry, government, sponsors and the public.
- Strong presentation skills.
- Excellent computer and Information Technology skills.

Salary Range: Competitive Salary

Position Type: Temporary, Full Time

Requisition Number: 005619

Closing Date: Open until Filled

Posting Type: External Only (Posted: September 18, 2019)

To apply: Please visit our website at www.rmwb.ca
We appreciate the interest of all applicants; however, only those individuals selected for interviews will be contacted.
Late applications will not be accepted.