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**JOB DESCRIPTION                      Events Manager**

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**A. Description**

Reporting to the CEO the Events Manager is responsible to develop, implement and monitor the Ontario Cycling events strategy. The strategy will encompass all elements of the development and delivery of all cycling events across Ontario. The responsibilities will include event sanctions, financial modelling, event development, logistics planning and support, and direct oversight of the Ontario Cycling events team, including staff and volunteer committees. The Events Manager is responsible for ensuring a best in class approach to the delivery of cycling events across the Province.

The position is based at the Mattamy National Cycling Center Velodrome in Milton, Ontario.

**B. Organizational Scope**

The Ontario Cycling Association (OCA) is the recognized authority by Cycling Canada on all aspects of cycling in Ontario, including, Mountain Bike, Para-Cycling, Road, Track and BMX. All staff is employed by the OCA to facilitate achievement of its long term vision and planned annual targets. All personnel are required to operate within the policies and procedures as established by the associations volunteer Board of Directors and are expected to act consistently with the association's values.

The OCA receives financial contributions from the provincial government and other agencies, organizations and corporate sponsors, and is accountable for the disbursement and reporting of funds according to the contracted terms and conditions. Programs, activities and services are operated within the limitations established in an annual operating budget approved by the Board of Directors. OCA staff is responsible to manage and administer the association's finances and provide administrative support for all association activity.

**C. Core Responsibilities:**

1. Work within the OCA's strategic plan
2. Active role in the development and implementation of the annual operational plan
3. Contribute to the development of policies relevant to the operation of the association
4. Financial management including budget preparation, submission of funding applications, contract negotiation and reporting on budget vs actual

**D. Specific Responsibilities:**

1. Development and oversight of Ontario Cycling Event Management and Operations Policies and Procedures
2. Develop and monitor event specific critical paths and task lists.
3. Lead, coach and develop Ontario Cycling event staff.
4. Manage the Ontario Cycling event sanction process, including event bid packages and hosting agreements for all levels of events
5. Work with the manager High Performance to ensure alignment of competitive programming with high performance requirements.
6. Work closely with the CEO, Finance Coordinator to determine annual financial models and related budget lines for the annual budget
7. Work closely with the CEO, Finance Coordinator and Business Operations Manager to manage 3rd party relationships directly related to the execution of Ontario Cycling events.
8. Develop and maintain event hosting tools and resources
9. Work closely with the Manager, Communications and Branding to ensure a strong communications program for all events across the province.
10. Manage effective working relationships with the Events Committee and related sub-committees to ensure the effective execution of the Ontario Cycling event strategy.
11. Develop, implement and monitor a standardized event registration system, working closely with IT staff and the Finance Coordinator
12. Contribute to a collaborative, cross-functional team as the leader of the Events team.
13. Use metrics and analytics to continuously improve the quality of all events related program, policies and processes.
14. Other duties as assigned

## **Qualifications and experience**

Qualifications include:

- Extensive event planning, management and execution experience
- Extensive experience in a leadership capacity
- Proven experience leading staff and volunteers
- Experience working cooperatively with volunteer committees
- Thorough knowledge of industry standards and practices
- Proven experience with effective budget management
- University or College Degree in Sport Management or other relevant program.

Skills and fit:

- Excellent verbal and written communication skills
- Excellent relationship building skills
- Excellent organizational skills
- Ability to manage support staff and volunteer committees
- Ability to foster strong relationships with event organizing committees across the province
- Ability to perform in a fast-paced, changeable environment
- Ability to influence positive change
- Proficient in MS Office

## **Working Conditions**

- Frequent travel required
- Long hours at times to meet the requirements of the business which will include evenings and weekends
- Current police check required
- Requires the successful candidate to have a valid driver's licence
- Clean drivers abstract.