



Ringette Canada
Manager of Events, Marketing and Sponsorship
Job Description

Nature and Scope:

Ringette Canada is the national sport organization that governs, promotes, and leads the development of ringette. We are seeking a dynamic individual to join our remarkable team in Ottawa. The principle responsibility of Ringette Canada's Manager of Events, Marketing and Sponsorship is to oversee the development and delivery of Ringette Canada events and sponsorship opportunities. The Manager of Events, Marketing and Sponsorship works in conjunction with the National Office Staff, Provincial Offices, and other volunteers in the fulfillment of their roles and duties.

The specific responsibilities of the Manager of Events, Marketing and Sponsorship are, *but not limited to*, the following:

Main Responsibilities:

- Oversee and lead all Ringette Canada events end-to-end and work closely with host committees to roll-out events.
- Act as main liaison with all key hosting partners.
- Manage all Ringette Canada event logistics in collaboration with other Ringette Canada staff and volunteers.
- Develop event and marketing strategy while ensuring and enhanced event experience for participants.
- Lead and develop event schedule and agenda with key stakeholders
- Work closely with speaker groups to ensure content and messaging is consistent with Ringette Canada policy and is on-brand.
- Develop in collaboration with Ringette Canada staff a sponsorship and marketing plan for all Ringette Canada events.

Specific Responsibilities:

- World Ringette Championship
 - Lead the 2019 World Ringette Championship selection process
 - Act as an active member and Ringette Canada Representative on the 2019 World Ringette Championship Host Committee
 - Act as liaison with the International Ringette Federation and the Host Committee for the 2019 World Ringette Championship
- Canadian Ringette Championships
 - Oversee the 2019 Canadian Ringette Championships planning process in collaboration with the Host committee.
 - Manage all Ringette Canada Canadian Ringette Championships logistics in collaboration with other Ringette Canada staff
 - Official selection, all star scout logistics, travel coordination, event awards
 - PSO intent process, Team registration, schedule coordination and roster verification.
 - Attend the 2019 Canadian Ringette Championships as Technical Representative.
 - Oversee the 2020 Canadian Ringette Championships selection and preliminary planning with host committee.
- Canada Winter Games
 - Act as Canada Winter Games Technical Rep and work in collaboration with the Canada Winter Games host and the Canada Games Council leading up to the event.
 - Attend the 2019 Canada Winter Games as Technical Rep.
 - Work with Canada Games Council on 2023 Games process.
- Competition Review initiatives
 - Implement in consultation and conjunction with the Ringette Canada Technical Director key recommendations relating to events from the Competition Review initiative.
- Hall of Fame
 - Establish and implement recognition plan for annual inductees
 - Coordinate all matters relating to Hall of Fame induction events.



- Marketing and Sponsorship
 - Develop an overall marketing and sponsorship plan for all Ringette Canada run and led events and properties.

Evaluation and Research

- Ensure that all programs are monitored and evaluated for effectiveness on a regular cycle

Other Responsibilities

- Attend and provide reports for the Annual General Meeting, all national meetings, and Board of Directors meetings (as required)
- Attend all Ringette Canada led events

Qualifications:

- Undergraduate degree in Physical Education or Sports Administration, Business Administration or a related field.
- Minimum three (3) years of sport administration/business experience and/or event management experience and/or sponsorship experience
- Experience working with multi-level stakeholders to develop event strategies and vision while ensuring an innovative event experience
- Sound knowledge of sport
- Strong administrative, leadership and project management skills
- Excellent communication skills, both verbally and in writing (preferably in both official languages)
- Demonstrated ability to coordinate internal and external communications
- Demonstrated ability to work with volunteers
- Ability and experience to develop and deliver programs
- Research skills to be able to conduct program evaluations and surveys
- Strong knowledge of web-based and desktop publishing
- Excellent oral and written communication skills, organizational ability and a results-oriented approach

Type of Position:

Term – 16 months

Ottawa Based

Starting Salary range: \$43,000 to \$53,000 per annum

Interested candidates may submit their resume to:

ringette@ringette.ca by 9am EST on Wednesday, July 11, 2018.