



Job Description

General Manager, Games Organizing Committee

2024 Special Olympics Canada Winter Games, Calgary Alberta

OVERVIEW

Tourism Calgary is thrilled to have secured the 2024 Special Olympics Canada Winter Games (SOCWG) for the city. Tourism Calgary is in the process of forming the Games Organizing Committee with support from Special Olympics Canada. Co-Chairs, Cheryl Bernard (Olympian, and President and CEO, [Canada's Sports Hall of Fame](#)) and François Poirier (President and CEO, [TC Energy](#)) have been confirmed and hiring dynamic General Manager is the next step.

The General Manager will be responsible for executing all elements of the SOCWG, in addition to elevating the event for the athletes, coaches, families, friends and volunteers. Hosting the SOCWG in one of Canada's largest cities offers unique opportunities, such as cultural experiences and given the timing, it will be part of [Chinook Blast](#), Calgary's premier winter festival.

The General Manager will be integral to building a team that will include a combination of staff and volunteers that will be responsible for delivering the games. Please see below a complete overview of the role, and we look forward to hearing from you!

POSITION TITLE: Games Manager
Contract Position: approximately 18 – 20 months
October 2022 to May 2024

REPORTS TO: Games Executive Committee

POSITION SUMMARY:

The 2024 Special Olympics Canada Winter Games are a multi-sport national event for athletes with an intellectual disability. The Games will take place in Calgary, Alberta from February 26 to March 3, 2024, and include over 1,200 athletes, coaches and mission staff from across Canada. The Games include competition in eight official Special Olympics sports: alpine skiing, bowling (5-pin), cross country skiing, curling, figure skating, floor hockey, short-track speed skating and snowshoeing. These national games are the qualifying event for athletes to become members of Team Canada attending the Special Olympics World Winter Games.

The Special Olympics Canada Winter Games will be organized and executed within a collaborative environment between Special Olympics Canada (SOC), Tourism Calgary and the local Games Organizing Committee (GOC). The Games Manager is responsible for the overall operation of the 2024 Special Olympics Canada Winter Games.

The Games Manager oversees all aspects of the game's organization and execution: leadership to all Games Organizing Committee divisions; organizational development and planning; management of financial resources in a manner that ensures the financial success of the 2024 Special Olympics Canada Winter Games. The Games Manager is also responsible for supporting and facilitating governance processes between SOC, the GOC and senior games leadership.

RESPONSIBILITIES:

The Games Manager's responsibilities include, but are not limited to, the following:

PLANNING

- Establish, with the GOC Governance Committee and Special Olympics Canada, the mission, and goals of the Games.
- Develop an overall organizational plan with appropriate timetable.
- Establish planning policies and guidelines with the GOC Governance Committee and communicate these plans to Special Olympics Canada.
- Review and confirm all major project and/or event plans.
- Work collaboratively with Special Olympics Canada on the plans and execution of the Games.

MANAGEMENT AND ADMINISTRATION

- Review and ensure adherence to all aspects of the GOC / Special Olympics Canada Games Agreement and Games Resource Manual.
- Facilitate, in all ways possible, the success of the GOC Governance Committee and Games committees with the completion of their responsibilities.
- Serve as an ex-officio member on all GOC committees.
- Ensure committee operations are carried out in accordance with approved plans and timetables.
- Review and approve all contracts and letters of agreement. Ensure all contractual requirements are achieved.
- Administer the office and business affairs of the GOC including regular reporting to the GOC and Executive Committee.
- Monitor and evaluate the activities of all GOC committees, noting the overlaps and coordinating the many independent tasks which constitute each committee's area of responsibility.
- Supervises staff including recruitment and hiring, staff development, performance management/review, coaching/mentoring, health and safety, and discipline and termination decision.

COMMUNICATION

- Review all Games external communications to ensure a consistent representation of the Special Olympics movement in Canada and the games mission.
- Assist with the organization of GOC meetings and ensure that minutes from each meeting are completed in a timely fashion and distributed to all GOC members and to Special Olympics Canada.
- Develop a Games planning calendar to include all major planning milestones and activities.
- Develop appropriate and efficient communication links between Special Olympics Canada and the GOC;
- Facilitate communication between the Games committees.
- Provide regular and up-to-date information to the various Games stakeholders: Special Olympics Canada chapters (in both official languages), corporate partners, venue contacts, suppliers and Games volunteers.
- Provide a concise final report of the Games, consolidating all committee reports with a general overview provided by the Games Manager.

FINANCIAL

- Work with Tourism Calgary, the Co-Chairs and Special Olympics Canada to manage the budget and sponsorship target.
- Monitor the budget and achieve financial targets as determined by the GOC and Special Olympics Canada.
- With the executive committee and Tourism Calgary ensure all financial transactions and processes are properly controlled and managed.
- Utilize cost control strategies during all contract negotiations.
- Ensure that all purchases meet requirements outlined.
- Ensure monthly financial reports are submitted to the GOC Executive Committee and Special Olympics Canada.
- Arrange for a final audited financial statement at the conclusion of the Games.

FUNDRAISING AND MARKETING

- Work closely with the Fundraising and Sponsorship Committee to ensure an effective corporate sponsorship and fundraising program is in place and financial targets are met.
- Work with Special Olympics Canada on the inclusion of Special Olympics Canada National Partners and Sponsors.
- Ensure that all marketing and public relations activities support the overall fundraising goals of the games and are consistent with the Special Olympics Canada brand.
- Assist with all components of Games fundraising from corporate sponsorship to community programs.
- Complete funding applications to government funders and foundations.
- Ensure appropriate sponsor servicing and recognition.

SKILLS AND ABILITIES:

- Strong project management skills with an emphasis on attention to detail.
- Demonstrated ability to maintain and monitor operating budget and prepare reports.

- A proven ability to manage multiple projects and meet deadlines.
- An ability to lead a team of staff and volunteers.
- Excellent written and verbal communication skills.
- Proficient communication and presentation skills.
- Interpersonal and negotiating skills with a capacity to build partnerships.
- Self-directed and enthusiastic team player.
- Ability to work in a flexible team environment.

QUALIFICATIONS:

- Minimum 5 years sport and/or event management experience.
- Experience in event management, operations, logistics and execution.
- Experience in the areas of marketing/fundraising and communications.
- The ability to communicate in Canada's two official languages is a definite asset.

CONTRACT:

The Games Manager will be on an eighteen (18) to twenty (20) month contract, beginning in October 2022.

A complete final Games Report and a copy of all game's materials (as outlined in the Games Agreement) must be forwarded to Special Olympics Canada prior to the completion of the contract.

APPLICATION PROCESS:

Reply in confidence with a cover letter and resume by Sunday, September 11, 2022, to:

Roxanne Wideen
Director, Human Resources
Tourism Calgary
roxanne@tourismcalgary.com

Please note only those selected for an interview will be contacted.

Tourism Calgary values diversity of expertise, talent and opinion which creates an innovative and collaborative environment. We are committed to a respectful and inclusive workplace and welcome applications from all qualified individuals.