Executive Director – Pickleball Manitoba

Position: Executive Director
Organization: Pickleball Manitoba Inc. (PMI)
Location: Manitoba – primarily remote/hybrid, with attendance required at meetings, tournaments and other events as necessary
Employment: Part-Time, approximately 15–20 hours per week
Compensation: $32,000–$40,000 annually, commensurate with experience, plus approved business expenses
Reports to: Board of Directors
Application Deadline:November 27,
2026 Anticipated Start Date: Jan, 2027

Help Shape the Future of Pickleball in Manitoba

Pickleball Manitoba Inc. (PMI) is seeking an energetic, organized and community-minded Executive Director to lead the day-to-day operations and support the continued growth of pickleball throughout Manitoba.

Pickleball is one of Canada's fastest-growing sports, and PMI is entering an important period in its development. With a growing membership base, an expanding network of affiliated clubs, increasing competitive opportunities and significant potential for youth and recreational programming, PMI is looking for an Executive Director who can help turn this momentum into sustainable long-term growth.

This is a new position and represents an important step in PMI's transition from a primarily volunteer-operated organization to one supported by professional staff. The successful candidate will have an opportunity to help establish the systems, partnerships and organizational practices required to support PMI's future.

The Opportunity

Working closely with the Board of Directors, committees, clubs, coaches, volunteers, athletes, Sport Manitoba, Pickleball Canada and community partners, the Executive Director will provide leadership and coordination for PMI's operations, programs and strategic initiatives.
The position is approximately 15–20 hours per week. The successful candidate will have flexibility in scheduling their work; however, occasional evening and weekend commitments will be required for
The Board of Directors is responsible for PMI's governance, policies and strategic direction. The Executive tournaments, meetings, clinics and special events.
The director is responsible for implementing the Board's direction and managing PMI's day-to-day

operations.

The successful candidate will be both a strategic thinker and a hands-on operator — someone who can develop a plan, build relationships, organize the details and get things done. The Executive Director will work with the Board to establish annual priorities, measurable objectives and key performance indicators aligned with PMI's strategic plan.

Key Responsibilities

The following allocation provides a general indication of the anticipated focus of the position. Priorities and time commitments may change as PMI continues to develop.

Organizational Leadership, Governance & Administration

- Manage the day-to-day operations of Pickleball Manitoba.
- Implement the strategic direction, policies and priorities established by the Board of Directors.
- Serve as the primary operational liaison between the Board, committees, clubs, members and external partners.
- Prepare reports, recommendations and information for Board meetings.
- Coordinate and support Board, committee and working-group activities.
- Maintain organizational records, policies, contracts and administrative systems to ensure continuity and effective corporate memory.
- Monitor organizational deadlines, deliverables and strategic priorities.
- Support the development, implementation and periodic review of organizational policies and procedures.
- Maintain effective working relationships with Sport Manitoba, Pickleball Canada and other sport and community organizations.
- Work with the Board to strengthen PMI's governance and operational practices.

Financial Management, Partnerships & Revenue Development

- Work with the Treasurer and Board to prepare and administer PMI's annual operating budget.
- Monitor revenues and expenditures and provide regular financial information to the Board.
- Identify applicable government, sport and community grant opportunities and coordinate grant applications and reporting.
- Identify, develop and maintain corporate sponsorship and partnership opportunities.
- Develop relationships with businesses, government agencies, municipalities, foundations and community organizations.
- Work with the Board to identify sustainable sources of revenue to support PMI's programs and long-term growth.
- Assist in evaluating the financial performance and sustainability of PMI programs, tournaments and other initiatives

Membership, Communications & Sport Development

- Develop and implement strategies to increase PMI membership and member engagement.
- Strengthen relationships with affiliated clubs throughout Manitoba.
- Identify programs and services that provide tangible value to PMI members and affiliated clubs.
- Support membership communications, renewals and recruitment initiatives.
- Identify opportunities to expand pickleball participation in rural, northern and underserved communities.
- Track membership trends and provide regular reports to the Board.
- Oversee PMI's website, email communications and social media activities, working with Board members, volunteers and contractors as appropriate.
- Promote PMI programs, tournaments, membership opportunities and achievements.
- Support youth pickleball, player development and other provincial programming in collaboration with PMI's directors, committees and coaching community.
- Represent PMI professionally with members, clubs, media, community organizations and other stakeholders.

Events, Tournaments & Programs

- Provide high-level coordination and operational support for PMI's Provincial Championships and other major events.
- Support tournament committees, program leaders and volunteer teams rather than replacing their operational roles.
- Assist with event timelines, budgets and operational plans.
- Coordinate, as required, with facilities, clubs, officials, sponsors, volunteers and service providers.
- Support the delivery of clinics, coach-development initiatives, provincial team activities and other PMI programs.
- Help evaluate major events and programs and identify opportunities for future improvement.

What We're Looking For

The ideal candidate will be a relationship builder, organizer and leader who is comfortable working independently within a small, volunteer-driven provincial sport organization.

You do not need to be a pickleball expert. We are looking for someone who brings professional organizational skills, sound judgment and an ability to work effectively with a volunteer Board and diverse stakeholders.

This position may be particularly attractive to an experienced sport administrator, nonprofit or association manager, or other professional seeking a meaningful part-time leadership opportunity.

Qualifications & Experience

The successful candidate will ideally have:

- Experience in nonprofit, sport, community, association or recreation management.
- Demonstrated organizational, administrative and project-management skills.
- Excellent written and verbal communication abilities.
- Experience working with volunteers and volunteer Boards.
- Experience developing partnerships and working with multiple stakeholders.
- Strong interpersonal and relationship-building skills.
- Experience with budgeting and financial management.
- Experience with digital communications and common business technology.
- Proficiency with Microsoft Office, Google Workspace or similar productivity tools.
- Ability to work independently in a primarily remote environment and manage competing priorities.
- Ability to exercise sound judgment and maintain confidentiality.
- Ability to work occasional evenings and weekends and travel within Manitoba as required.

Considered an Asset

- Experience working within the Canadian amateur sport system.
- Knowledge of provincial sport organizations, Sport Manitoba and Pickleball Canada.
- Experience with pickleball or another amateur sport.
- Experience organizing tournaments or major sporting events.
- Experience developing corporate sponsorships and partnerships.
- Experience preparing grant applications and managing grant-funded programs.
- Experience developing youth and community sport programs.
- Knowledge of Safe Sport principles and sport governance practices.

Conditions of Employment

The successful candidate will be expected to:

- Complete any required criminal record and vulnerable-sector screening appropriate to the position.
- Complete or maintain applicable Safe Sport training and other professional requirements established by PMI, Sport Manitoba or Pickleball Canada.
- Maintain confidentiality regarding PMI, its members and organizational matters.
- Comply with PMI policies, including applicable codes of conduct, conflict-of-interest requirements and Safe Sport policies

Why Join Pickleball Manitoba?

This isn't simply an administrative position.

As PMI's first paid Executive Director, you will have an opportunity to help shape how one of Manitoba's fastest-growing sports develops across the province.

You will work with passionate volunteers, athletes, coaches, clubs and community leaders while helping PMI build the organizational capacity, partnerships and programs needed for its next stage of growth.

For someone who enjoys building organizations, developing relationships and turning ideas into results, this is an opportunity to make a lasting contribution to sport and community in Manitoba.

How to Apply

Please submit:

1. A cover letter outlining your interest in the position and the experience and skills you would bring to Pickleball Manitoba.
2. A current résumé.

References will be requested from candidates who advance to the final stage of the selection process

Applications will be treated in confidence and should be submitted electronically to:

Pickleball Manitoba Inc.
Email: info@pickleballmanitoba.ca
Subject: Executive Director Application

Application Deadline: **November 27**, 2026

Pickleball Manitoba thanks all applicants for their interest. Only candidates selected for an interview will be contacted.

Pickleball Manitoba Inc.
PLAY MORE. PLAY BETTER. BELONG