



## DIRECTOR OF OPERATIONS MILLARVILLE RACING & AGRICULTURAL SOCIETY

*If you have leadership experience and have coordinated dynamic and varied operations of a business, have dreamt of working in a community-oriented environment, in a picturesque rural location close to several urban centres, this job is for you.*

### Overview

The Operations office at the Millarville Racing & Agricultural Society (MRAS) reports to the Board of Directors (BOD) and operates under their authority and guidance. As boots on the ground, the Operation office understands the nuances of how the MRAS functions. It is home to the Millarville Farmers' Market, Christmas Market, Canada Day Races, Priddis & Millarville Fair, an active equine facility, a campground, and multiple user groups such as 4H, the Millarville Historical Society and the Sheep Creek Weavers. The multiple buildings on site are available to the public to rent for events. The Society functions with a small team of staff members and hundreds of volunteers. The Operations office is the key to ensuring all aspects of activities at the racetrack are staff and volunteers are supported.

### Key Responsibilities

- Collaborate with the BOD to develop and maintain annual goals and objectives, budgets and work plans that align with the Society's strategic plan.
- Monitor and evaluate the Society's programs, services, markets and events and ensure they remain relevant and of interest to stakeholders. Be responsible for delivering excellence in service to stakeholders and community.
- Lead and supervise staff with formal and informal performance reviews, salary administration, goal setting and work planning within an organizational culture focused on health, safety and community spirit.
- Serve as two-way communicator between staff, committee leads, key volunteers and BOD and aligned with BOD vision.
- Responsible for ensuring MRAS policies and procedures are relevant, understood and followed. This includes regular review with recommended changes as appropriate.
- Oversee all cash and liquor handling procedures to ensure compliance with policies & procedures.
- Preparation and administration of contracts for capital and maintenance projects, services, staffing and events.
- In conjunction with the BOD, identify, prepare and administer grants to supplement revenue streams as well as work with the team for sponsorship management.

### Skills, Knowledge, & Abilities Required

- Team Leadership: Proven ability to train, lead, and motivate staff to achieve goals and objectives.
- Organizational Skills: Detail-oriented with strong project planning and time-management capabilities. Proven proficiency in logistical planning and coordination with diverse stakeholders.
- Event Management: Proven project management skills and willingness to share and coach others.
- Knowledge of Regulations: Familiarity with municipal, provincial, and federal regulations applicable to Agricultural Societies, facility management, safety, environment and public health.
- Marketing & Promotion: Experience with marketing strategy development, including social media and traditional channels is an asset.

- Communication Skills: Strong written and verbal communication with emphasis on engagement within a diverse stakeholder group.
- Quick decision-making and crisis management skills under pressure.
- Ability to manage changing priorities, multiple inquiries, and interruptions while demonstrating excellent customer service, leadership, organization and problem solving

**PLEASE SEND ALL RESUMES AND INQUIRIES TO: president@MRAS-Track.com**

Thank you for your interest in MRAS