

Operations Manager



If you are an experienced business manager with a dream of working in a community-oriented environment in a picturesque rural location not far from several urban centers, this job is for you.

Overview

The Operations Manager 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 Manager 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 Manager is the key to ensuring all aspects of activities at the racetrack are well managed and 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.

Skills, Knowledge, and 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.
- **Problem Solving:** Quick decision-making and crisis management skills under pressure.

Salary range: \$80,000 to \$110,000 depending on qualifications

Please forward resumes to: President@mras-track.com