



General Manager Mat-Su 2024 Arctic Winter Games

Arctic Winter Games Overview:

The Mat-Su 2024 Arctic Winter Games Host Society was formed to plan and deliver a world class sporting and cultural event, welcoming 2,000 participants and an equal number of volunteers, from around the circumpolar north. This event includes 21 traditional winter sport competitions as well as a weeklong indigenous cultural exchange program.

Position Description:

As the senior officer and ambassador of the Mat-Su 2024 Arctic Winter Games, the General Manager, in partnership with the Mat-Su 2024 Arctic Winter Games Host Society, is responsible for the overall planning, organization, coordination, control, successful execution, and financially-responsible staging of the 2024 Arctic Winter Games.

In accordance with the objectives, policies, plans and budgets approved by the Host Society Board, the General Manager's primary responsibilities include:

Games Management:

- Oversee all aspects of the Arctic Games including planning, scheduling, fiscal management and contractual negotiations.
- Develop and manage a comprehensive annual operating and capital budget, ensuring the required financial controls are established and adhered to in coordination with the Treasurer (or Finance Chair).
- Work with the contract bookkeeper to develop a financial reporting system that provides the level of detail necessary for the Board to support prudent financial decisions, monitor the financial status of the Games, and have quarterly reports prepared for the AWG International Committee.
- Prepare and continually monitor the results of strategies and plans for each functional area of the Host Society.
- Develop a centralized communication system to ensure the efficient coordination of work amongst the Society members, staff, volunteers and partners.
- Lead all post-Games activities, including drafting and presenting the final financial performance and economic impact report, constructing a disposal of assets plan and facilitating the creation of a final report from each Board Chairperson.

Partnership Development and Liaison:

- Act as the Games ambassador and champion in the promotion of the Games with all partners, participants, government agencies and sport associations.
- Develop and implement a sponsorship strategy and sponsor support program.
- Maintain cooperative arrangements with the Arctic Winter Games International Committee, the Mat-Su Borough and the State of Alaska.
- Establish and work within an approved partnering communication framework.

Board and Committee Support:

- Prepare and monitor timelines and approved strategies for the functional plans for 10 divisions and associated committees.
- Will coordinate and attend monthly board meetings as well as any necessary additional division and committee level meetings.
- Provide administrative support to the established Boards and Committees and assist in the recruitment

of volunteers for vacant committee positions.

- Deliver accurate, timely and comprehensive presentations to Boards, Committees, local and State Officials, sponsors and key stakeholders.
- Provide a critical timelines report and regular updates to the appropriate bodies within the Host Society.

Human Resources and Staffing:

- Foster a safe and collaborative working environment focused on mutual respect and inclusivity.
- Create and manage a workforce plan for employees and volunteers.
- Develop human resources policies and procedures, including a performance plan and review process. All processes will be approved by the Board prior to implementation.
- Oversee the full employment cycle, including recruitment and hiring.
- Directly supervise and mentor staff and provide central direction and coordination of information.
- Provide consistent and cohesive orientation and training for all employees and volunteers.

Marketing, Communications and Public Relations

- Develop, coordinate and execute a thorough marketing, communications, public and media relations strategy for the full scope of the Games, including post-Games wrap up, in coordination with the Public Relations Board Director.
- Evaluate and adjust as needed the ongoing marketing program for ticket sales, event management and related considerations, in coordination with the applicable Board Directors.
- Ensure the alignment of the marketing strategy into all Games activities.
- Attend and participate in meetings of the volunteer committee and work groups to ensure effective communications, planning and integration of work across the spectrum of Host Society activities and responsibilities.

Fundraising:

- Oversee and implement a fundraising plan that includes business and corporate sponsorship, donations, local, state and federal grants, and in-kind donations
- Research, write and submit grant requests
- Develop a donor/sponsor recognition plan
- With the Board President, cultivate relationships with major donors, funders and sponsors
- Work closely with the Venue Director and Sport Director to ensure facility upgrades are appropriately budgeted
- Work closely with the Care and Comfort Director to understand the need and expectation of the athlete villages facilities and appropriately budget for those needs

Qualifications:

- A University Degree in Public Relations, Marketing, Business Administration, Non-Profit Management, Organizational Development, Recreation, Sports Management, or a related discipline.
- Experience in managing major events, preferably related to large sporting events.
- Event Management Certificate is an asset.
- Minimum 10 years working at a senior management or executive level in a corporate, non-profit or institutional environment.
- Demonstrated leadership experience connecting with a wide array of functional areas such as finance, human resources, marketing, fundraising and project management.
- Experience working with Boards, sponsors, donation recruitment, and volunteers.

Necessary Skills:

- Non-profit management experience.
- Broad and demonstrated knowledge in event management, strategic communications, stakeholder relations and public engagement.
- Expertise in strategic planning, issues management and policy development.
- Budget management
- Fundraising to include grants, sponsorships, and donations.
- Excellent communication and interpersonal skills in all situations.
- Highly developed political and business acumen.
- Ability to provide interdepartmental leadership and build relationships with diverse stakeholder groups including but not limited to industry, government, sponsors and the public.
- Strong presentation skills.
- Excellent computer and Information Technology skills.

Salary Range: \$70,000 with opportunity to increase depending on experience, benefits not offered

Position Type: Temporary, Flexible Scheduling, Full Time (October 2021- May 2024)

Closing Date: September 16, 2021

Posting Type: External Only (Posted: August 23, 2021)

To apply: Send cover letter and resume, to include three current references. References will likely be contacted prior to interview.

Amy Spargo, President

Arctic Winter Games 2024 Host Society

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We appreciate the interest of all applicants; however, only those individuals selected for interviews will be contacted.