



Job description: WORCA Manager of Operations

The Whistler Off-Road Cycling Association (WORCA) is seeking a dynamic, community minded individual who is passionate about mountain biking to fill the position of Manager of Operations. WORCA is a non-profit membership organization that advocates for mountain biking in the Whistler area, building and maintaining trails within the community. WORCA serves its membership by:

- WORCA sanctions weekly Toonie Ride series and Phat Wednesday series, as well as special events like the Westside Wheel Up
- WORCA fosters the evolution of the sport through its youth programs, teaching safety, and etiquette
- WORCA helps to maintain hundreds of kilometres of trails to the highest environmental standards through member fees and volunteer efforts

The Manager of Operations will be responsible for day-to-day oversight of the club's business operations. With a primary focus on reporting youth programming and trail building/maintenance activities, to oversee trail crew contracts/invoicing, communications, fundraising, development of Grant proposals, and identifying new opportunities within the community. The applicant will be expected to increase membership and improve awareness of the club.

The Manager of Operations will report to the WORCA Board of Directors and be expected to attend monthly Board meetings. In addition, will represent WORCA at all special club events.

Responsibilities Include:

Fundraising:

1. Liaise and be the WORCA lead (along with the President, WORCA) for our municipal partnership and annual funding and ongoing support/growth of this fund
2. Liaise with existing and potential sponsors and funders - governmental, institutional, and corporate of all scales; draft full responses to RFP's and other funding opportunities as they become available for review and final sign-off by Director, Fundraising
3. Cultivate and maintain relationships with key government and tourism related funding streams and providers
4. Develop, in coordination with the Director, Fundraising, a long-term sustainable trail adoption program based on successful working models and implement over 18 months
5. Assist in the high-level organization and day-of delivery of the annual WORCA Bike Swap and help continue to grow its' success
6. Run the day-to-day merchandise fund-raising operations of WORCA as they grow and/or continue to provide a revenue stream and visible awareness to the WORCA Mission and Brand (i.e. - Trail Supporter Program and LOTS apparel program)
7. Be continuous and diligent in celebrating all sponsors throughout the year - funding sponsors, prize sponsors, food/beverage/event/venue sponsors, retail sponsors
8. Coordinate with the President, Vice President, and Director, Fundraising the ongoing

collaboration with industry sponsors during Crankworx

9. Seek out new and innovative opportunities as they arise and research precedence for other sustainable revenue sources for like organizations

Operations:

1. Grant writing and reporting.
2. Updating the membership through social media channels.
3. Providing membership with regular newsletter updates.
4. Maintaining the WORCA website and keeping the content current.
5. Responsibility for the first point of contact through the WORCA mailbox: info@worca.com
6. Ensuring the Strategic Plan is revisited regularly and progress towards the goals measured and reported on.
7. Renewal and registration of the membership insurance.
8. Contract renewal or selection of new online registration software for 1 April annually.
9. Reviews and control all staff contracts and payment.

Financials:

1. Assist the Treasurer and President in ensuring that the finances are well managed, and take shared responsibility for setting and maintaining an annual budget.
2. Responsibility for bank deposits and cash handling at events and races and reporting revenue on a timely basis to the Treasurer.

Trails:

1. Review all invoices to ensure work is being delegated to the correct portfolios/budgets.
2. Ensuring trail crews are on task according to budget/project expenditure
3. Oversee the administrative management of trail work, supporting the Director of Trails and Lead builder/s, coordinate work plans
4. Coach and mentor staff and contractors, as appropriate, to improve performance
5. Assist Trail Director in handling workflow and administrative processes surrounding future grant applications and FFS agreements.
6. Facilitate proposals, create documentation, ensures deadlines are met.
7. Reporting/presenting on projects.
8. Source sponsors and co-ordinate trail nights.

Youth - Dirt Camps and Spring Creek program:

1. Support Youth Director and Camp Manager with the recruitment of coaches to deliver a safe, progressive and inclusive WORCA Dirt Camps.
2. Assist the Youth Director and Camp Manager to set and maintain budget for each operational year, along with funding as necessary through grants and other initiatives.

Race – Weekly Toonies:

1. Coordinate and organize the annual Date Fixing meeting in February
 2. Ensure sponsor logos and information details are collected and expedited to all social media channels including print advertising for each week
 3. Ensure proper insurance coverage is met with RMOW and WB
 4. Complete and submit required mapping and permits of each toonie to the RMOW
 5. Coordinate toonie registrations and ensure sponsors have completed all required activities day of race
 6. Collect, report and deposit all monies received at each event
 7. Collect report and track member participation information
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REQUIREMENTS:

The successful candidate will be expected to have some, but not all, of the following qualifications:

- Experience fundraising for a non-profit
- Lobbying or public relations experience
- Grant proposal writing experience
- Marketing, business or communications university degree
- Supervisory or management experience
- Solid understanding of the mountain bike industry/culture
- Event planning experience
- Thorough knowledge of social media marketing techniques
- Excellent organization and oral and written communication skills
- Self-starter
- Significant program or project management experience
- Or other experience relevant to the responsibilities listed above

BENEFITS:

The Manager of Operations position is a full time 40 hours/week 9 month contract from 1 February to 30 October offering remuneration of \$5,000/month, depending on experience, with the possibility of renewal annually.