



**Team Manager –
National Team Development Centre
Nordic Skiing
Thunder Bay, ON**

We are looking for a motivated individual to help us develop the capacity of our organization. Specifically, someone with financial/marketing expertise who appreciates the dedication of our athletes and has the confidence, determination and skills to expand our base of sponsors and partners!

Job Description – The Team Manager will work with the Head Coach and report to the Board of Directors of the Thunder Bay NTDC. Duties include but are not limited to:

- a. Sponsorship development (Securing new team sponsors - develop sponsor agreements and maintain details for all team sponsors, track contributions, communication, sponsor recognition program, track/ensure deliverables, assist with athlete personal sponsorship packages.
- b. Marketing (Local Media; CCC/CCO/LSSD; Team promotion and recruitment)
- c. Administration (Assist with financial reports; Arrange travel; Manage IST)

Salary and Hours – Salary to be negotiated based upon experience. Average 40 hours/week.

Qualifications – The successful candidate must be excited about representing and working with a group of high performance athletes. In addition, he/she should be able to demonstrate

- the ability to work independently and as part of a team that strives for excellence in a demanding sport.
- some Nordic skiing competition and/or coaching experience.
- familiarity with standard business software (word processing, spreadsheets, accounting, presentation)
- a valid driver's license (F Class preferred).
- an academic background in business, sport management or kinesiology is strongly recommended.
- a willingness to travel with the team if so required.

Eligibility – This position is targeted at [Northern Ontario secondary school graduates 29 years of age or under who recently graduated from an accredited college or university](#). Graduates from a high school outside of Northern Ontario who have resided in the North for at least one year are also eligible. Mature graduates may be considered.

Application Deadline ... 2 August 2010

Please email CV and Cover Letter to:

Dr. Nancy Luckai, President – NTDC Thunder Bay,
nluckai@lakeheadu.ca



Ontario

**Northern Ontario
Heritage Fund**