



Executive Director

The University of Winnipeg Students' Association Inc. (the UWSA) is a student organization and a registered not-for-profit corporation with a mandate to represent the interests of nearly 9,000 undergraduate and graduate students at the University of Winnipeg. We are embarking on the next phase of our growth, looking to expand our leadership in support of the services we provide and the students who utilize them. The UWSA is on the threshold of something new and exciting, and looking for people with passion, energy, dedication and commitment to helping our team succeed in continuing to foster a climate and culture that sees our members make the most of their time as students at the University of Winnipeg.

Employment Status: Permanent Full-Time

Salary Scale: \$90,000 - \$120,000 annual gross pay (effective April 1, 2026)

Hours of Work: 37.5 hours per week

Position Type: Contract

Organizational Context:

The University of Winnipeg Students' Association acknowledges that we live and work on unceded lands of Anishinaabeg, Cree, Dakota, Dene, Métis, and Oji-Cree Nations, and are sustained by water sourced from Shoal Lake 40 First Nation.

Our *mission* is to provide advocacy, services, and support to students at the University of Winnipeg and our *vision* is to create an accessible, inclusive, democratic post-secondary education system that is of the highest possible quality and value, and in which students can reach their full potential.

We Engage *Campus, Community and Government*, across students, faculty, administration, alongside local, grass roots and non-profit organizations at the municipal, provincial and federal levels.

We are driven by the values of Accessibility, Anti-Oppressive Leadership, Authentic Representation, Outreach & Engagement, Organizational Integrity, Empathy, and Continual Reflection.

Job Summary:

The Executive Director (ED) is the UWSA's most senior staff member and is responsible for the operations and management of the UWSA's business. The ED directly oversees the organization's management team and is responsible for managing and monitoring the performance of the full-time Operational Management Team, MGEU Local 153. The ED supports the Board of Directors, the President and Vice-Presidents, and is responsible for developing and executing the services and strategies required to deliver objectives and goals established by the Board of Directors. The ED acts as a vital connection, bridging the Board of Directors and the Operational Staff of the UWSA. The ED reports directly to the Board of Directors.

The ED will provide management and financial oversight of the organization to ensure that operations run smoothly, and work with the Executive Team to build and maintain key relationships with various partners, both on and off-campus. Their responsibilities will generally be divided between those requiring direct oversight and accountability, and those that will be done in conjunction with the President and/or members of the Executive team.

Organizational and Financial Performance:

- Oversees the daily operations of the company and the work of managers
- Ensures consistency of mission/vision and values through the differing departments
- Creates and implements consultation and group work dynamics conducive to the Board of Directors and Operational Staff teams
- Creates policy, tools, and resources to allow operational staff to performance their duties
- Enforces adherence to legal guidelines and policies to maintain the ethical and legal Status of the business
- Holds regular meetings with management team to ensure alignment between staff and organizational direction, clear communication, and troubleshoot potential challenges.
- Provide mentorship, coaching, and support for staff members, particularly management team members.
- Provide accountability for budget implementation and financial compliance in alignment with board approved direction.
- Ensure the UWSA remains in a position of financial stability.
- Review potential growth opportunities to see if they are compliant with company vision and can add value to the organization
- Responsible for enacting responses to emergency situations.

Privacy and Risk Management:

- Act as the Risk Officer for the UWSA.
- Responsible for the organization's Privacy Policy, programs and related implementation including day to day operations.
- Oversee the development, implementation, review and modification of policies and procedures.
- Oversees, develops and delivers initial and ongoing privacy training for all employees.
- Monitoring compliance with such policies and procedures throughout the organization.

- Ensures Collective Agreements are followed.
- Ensures all employees are trained regarding hiring policies, including code of conduct, confidentiality, and abuse prevention.
- Ensures all employees are recruited and/or terminated in accordance with agreements and the Manitoba Labour Standards
- Responsible for designing, revising, and maintaining an organizational structure suited to the needs of the UWSA and its members, and adjusting or altering this structure where necessary.
- Directly supervising the Management of the UWSA, including all department heads
- Working with department managers to ensure that part-time and contract employees have access to training, orientation, and resources required to complete their duties
- Chairing regular Team Meetings that include the Operational Managers to ensure internal communications and team building regarding operational performance and progress.
- Acting as primary liaison with the University of Winnipeg administration on issues including but not limited to; advocacy, services, and space.
- Developing relationships and partnerships with relevant stakeholders within the community, placing a particular emphasis on the local social justice and cultural communities to benefit both the UWSA membership and the broader University of Winnipeg Community.
- Supporting management in identifying potential new avenues of revenue for the UWSA.
- Investigating and tracking incidents and breaches, where appropriate, for report to the appropriate adjudicating body.
- Perform risk assessments, on an ongoing basis, with an eye to mitigating risk exposure, utilizing legal counsel and other related parties where necessary to represent the organization's information and privacy interests.

Organizational Culture:

- Ensures that all students have positive experiences through oversight of engaged work culture, training, and effective supervision of managers.
- Engage with students when appropriate and model positive problem-solving approaches.
- Build strong relationships with students and the campus community by identifying opportunities for education about the broader mission and purposes of the UWSA.
- Build strong relationships with other organizations where there is a similarity of overlap of values such that partnering on or supporting a project can be beneficial for both organizations in meeting their specific goals and objectives.
- Manage relationships with external agencies to ensure the UWSA's role as a potential partner or model for addressing social and educational issues is known and accessible.

Executive and Board Support:

- Meeting regularly with the Executive to set goals and to determine solutions for difficulties or problems related to special projects, community and administrative partnerships, and strategic planning, in collaboration with the Executive and Operations Management.
- Act as the sole employee of the Board of Directors, providing counsel and advice to the board to support their decision making and undertaking actions in the best interests of the UWSA.
- Assisting with the training of new UWSA employees, upon request, in conjunction with other employees, the Executive and the Board of Directors.

- Responsible for translating strategic directions from the Board of Directors into organizational goals.
- Leading or assisting strategic planning processes for the UWSA as a whole, and supporting, where required individual planning for various UWSA services, departments, events, etc.
- Assisting, where required, in UWSA lobbying efforts, media and advocacy campaigns through strategic positioning of political advocacy.
- Advising, in conjunction with relevant members of the management team, the UWSA Executive on government relations.

Reporting and Accountability:

- Submit written reports regarding the portfolio, inclusive of progress and deliverables established by the board, and to do so at all regularly scheduled board meetings.
- Attend all meetings of the Board of Directors,
- Ensure presence at all committee meetings of the Board of Directors, either directly or through delegation.
- Act as Board Secretary, ensuring an accurate record of all meetings is maintained, either directly or through delegation .
- Evaluate company wide and individual performance by analyzing and interpreting data and metrics
- Participation in annual performance evaluations, undertaken on a two-year cycle where the first year shall be internal and the second year external. Mid-year check-ins will also be required as a part of the broader performance management cycle.
- Maintain contact and meet regularly with the Chair of the Board and the Executive Team in the event of emergencies and provides appropriate briefings
- Notify the Chair of the Board of Directors and the Executive Team immediately upon becoming aware of a potential or actual year-end financial deficit, and/or an unfunded liability. At the next Board of Directors meeting the ED will present recommendations for any budget revisions or additional controls for proposed remedy.
- Performing other tasks that may be directed, from time to time, for the UWSA Executive and/or Board of Directors.

Qualifications

- The ideal candidate will:
 - Possess excellent organizational and communication skills normally developed through similar administrative roles, normally acquired through a minimum of five years of progressive experience in a similar setting They will be comfortable dealing with people, specifically students, and able to carry out administrative duties with accuracy and speed, often in the face of competing priorities and deadlines.
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 - Have proven administrative experience in an office environment, normally acquired through the role of office administrator, or a combination of other relevant skills and experience.
 - Have demonstrated leadership experience within a small to medium sized office environment, with examples of projects completed with specific timelines and outcomes.

- Have knowledge of basic bookkeeping principles, payroll preparation and office management systems and procedures,
- Have excellent communication and interpersonal skills
- Have a high degree of judgement and discretion, as well as confidentiality, to handle various contacts and situations that arise
- Have strong organizational skills, with the ability to determine priorities and meet deadlines,
- Be dependable and reliable, with patience and professionalism,
- Possess an ability to learn and adapt in a dynamic, busy working environment,
- Have a degree in business, management or other relevant program, normally acquired through a college or university program, or a combination of education and experience.

Competencies:

- An educational mindset, with a willingness to learn and grow alongside student leaders.
- An existing, or emerging personal commitment to the principals of reconciliation and decolonization, and an interest in incorporating those perspectives into their leadership practice.
- An unwavering commitment to students and the student experience at the University of Winnipeg and beyond.
- An alignment to the mission, vision, and values for the UWSA.
- An adaptive leadership style, with flexibility to respond to various circumstances that is inclusive of new information and developing circumstances.
- A passion for the uncertainty of student government, with an ability to thrive in environments that are challenging, fast-paced, and dynamic.

Additional Experience considered an Asset

- Employment or volunteer experience in a post-secondary educational environment, specifically with a students' association,
- Knowledge of the organizational structure of post-secondary institutions,
- Understanding of structure and function of not-for-profit corporations,
- Direct experience within a student union or student association environment, ideally with activities and outward facing service provision.

The University of Winnipeg Students' Association Inc. is committed to the principles of equity, diversity & inclusion and to promoting opportunities in hiring and promotion (where applicable) for systemically marginalized groups who have been excluded from full participation within student governance and the larger community including Indigenous Peoples, women, racialized persons, persons with disabilities and those who identify as 2SLGBTQIA+ (Two Spirit, lesbian, gay, bisexual, trans, questioning, intersex, asexual and other diverse sexual identities). All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. Qualified applicants are invited to submit a resume and cover letter to uwsa@blenham.com by December 31st, 2025 at 4 pm (CT). We appreciate and will consider all applications received; however, only candidates selected to move forward in the recruitment process will be contacted.

Learn more about the University of Winnipeg Students' Association (the UWSA) by visiting www.theuwsa.ca

