

Hockey Edmonton aims to foster, through the sport of hockey, the development of active healthy lifestyles. With over 8,700 registered participants and thousands of volunteers, Hockey Edmonton is one of the largest youth hockey organizations in Canada.

With our Executive Director retiring in the fall, Hockey Edmonton seeks an Executive Director to execute its strategic plan and direct all aspects of day-to-day operations. The Executive Director will be responsible for the interpretation and implementation of policies and regulations relative to the day-to-day operations of the Association. The Executive Director is responsible for leading Hockey Edmonton towards its vision, under the general governance and strategic direction of the Board of Directors. Reporting to the Board President, the Executive Director is directly involved in setting long-term strategy and quality goals with the Board of Directors. The successful leadership of Hockey Edmonton requires the ability to work collaboratively with the Board of Directors, staff, membership, the hockey community, and the greater communities of the Edmonton, Alberta area. The successful candidate will possess excellent organizational leadership skills and possess a track record of high-level achievement.

The Executive Director will provide leadership to all functions directly supporting the operations of the association. The successful candidate will oversee and lead by bringing a forward-thinking approach with a focus on continuous improvement and results. Once in the position, you will review current operations and look for opportunities to implement best practices and new processes to optimize efficiency. You are a change agent, always looking for solutions that are forward thinking, innovative and transformational.

KEY RESPONSIBILITIES

- Oversee operations in support of Hockey Edmonton's mission and vision
- Process improvement and innovation; including a focus on how technology can create consistent and repeatable processes
- Oversee the development, implementation, and monitoring of annual programs, including building a strategy for all hockey associations in the Edmonton area
- Oversee the development and execution of a long-term funding strategy to increase revenue, while diversifying Hockey Edmonton's streams of revenue and mitigating ongoing increases to operating expenses
- Implement strategies and operational process and procedures to ensure efficacy, leveraging internal resources and tapping into the volunteer hockey community
- Lead and implement improvements within Hockey Edmonton day to day operations
- Mentor and develop management and staff with respect to innovative thinking and continuous improvement initiatives that drive a common vision and desire for growth
- Manage through influence to achieve desired results with all stakeholders and Board of Directors

- Provide a high level of support to the team, completing regularly scheduled meetings with all staff, one on one and team meetings
- Establish applicable metrics for respective functions to drive toward achievement of the strategic plan and operational targets
- Provide inspiring leadership by creating a culture of accountability and service, that is in alignment with our stakeholder and clients needs
- Achieve results as outlined by the Board of Directors with a focus on operational performance, stakeholder satisfaction and employee engagement
- Promptly report any events that may materially or adversely affect the mission or operations of Hockey Edmonton to the Board of Directors
- Oversee the completion of an annual budget and planning process, including successful implementation with cascading goals down to all levels of the association
- Oversee the management of successful relationships with all stakeholders in the Hockey Edmonton community

FIRST YEAR - MEASURES OF SUCCESS

- Create an environment and culture of success where staff engagement, collaboration and accountability are at an optimal level
- Create service level standards with all stakeholders and successfully meet those targets
- Determine organizational gaps and implement areas for improvement have been identified with best practices being implemented to close the gaps resulting in increased operational efficiencies

EDUCATION

- Post-secondary education in business, sport management or a related field and/or equivalency

EXPERIENCE

- Minimum of 5 years of experience in a senior leadership role in sport administration (amateur or professional) and/or a demonstrated equivalency
- Strong knowledge of the game of Hockey, its development programs and delivery structure will be considered an asset
- Possess exceptional technology skills in Microsoft suite of products, virtual platforms and accounting software
- Excellent knowledge of budgetary and accounting procedures
- Decisive, results-oriented with the ability to prioritize
- A change agent that looks for transformational opportunities and does not settle with status-quo
- Ability to manage multiple projects, deadlines, and priorities



EXECUTIVE DIRECTOR JOB ADVERTISEMENT

- Able to lead with a consistent presence in an ever changing and challenging environment
- Strong business acumen and judgment skills as well as excellent “people skills”
- Demonstrated experience and ability to interpret and apply rules and regulations
- Demonstrated skills in conflict resolution
- Available to travel and work flexible hours, including weekends, as required

To apply for this position please send your cover letter and resume to Sara Tharakan;
sara@strategichrservices.com. This competition will remain open until the position is filled.