



ALLIANCE HOCKEY

55 Lorne Ave. E., Unit #4
Stratford, ON N5A 6S4
www.alliancehockey.com

ALLIANCE Hockey is seeking an experienced and dynamic Executive Director to lead and manage the organization's strategic initiatives, operations, and growth. The Executive Director will provide visionary leadership, oversee day-to-day operations, and collaborate with stakeholders to promote and enhance amateur hockey development and excellence in their respective region.

Reporting to the Executive Committee through the President, the Executive Director Candidate is the Chief Staff Member of ALLIANCE Hockey and is responsible for the overall management and operation of ALLIANCE Hockey, ensuring that Executive Committee Policy and direction is implemented.

RESPONSIBILITIES

- Responsible for the day-to-day operations and management of ALLIANCE Hockey Office, Staff, Executive Committee and Membership.
- Oversee all ALLIANCE programs in concert with Senior Management Staff, Executive Committee, Staff and Membership.
- Foster positive relationships with member associations, hockey clubs, coaches, players, parents, and volunteers.
- Oversee the administration and operation of the ALLIANCE Office and employees as per the policies and guidelines established by the Executive Committee.
- Oversee matters relating to registration.
- Oversee matters relating to finance including budget preparation, implementation of investment strategy, approval of expenses within budget and financial reporting to the Finance Committee and Treasurer.
- Work closely with the Executive Committee to interpret and ensure alignment with organizational policies, bylaws, and regulations.
- Lead liaison with the OHF and HC and the designated representative at specific HC and OHF meetings as required and/or directed by the Executive Committee.
- Liaise with the Executive Committee through the President and other Committees as required.
- Develop and present any promotional, sponsorship or other marketing proposals to the appropriate Committee.
- Develop and execute a strategic plan in collaboration with the Executive Committee to advance the ALLIANCE Hockey's mission and goals.
- Responsible for matters relating to discipline including suspensions, hearings, appeals, etc. in conjunction with the appropriate Committee Chair and/or Technical Director.
- Responsible for issues relating to matters of risk management i.e., maltreatment, etc.



- Responsible for the creation and maintenance of specific policy manuals for various programs, Committees, and events within the ALLIANCE in conjunction with the Manager of Hockey Operations, and the Executive Committee.
- Shall be the official media contact and manage all areas media related.
- Identify opportunities for growth and expansion of hockey programs and initiatives.
- Responsible for any other duties as prescribed by the Executive Committee.

EXPERIENCE REQUIREMENTS

- Experience within a volunteer-based sport organization and postgraduate education in Communications, Business or Sport Administration
- Minimum of 5 years of progressive leadership experience in sports administration, preferably in hockey.
- Exceptional ability to carry out planning and manage daily business operations and employees.
- Strong interpersonal, communication and presentation skills (written and verbal)
- Strong computer skills and significant experience with Microsoft Office, and Adobe Creative Suite (asset)
- Strong project management skills, multi-tasking, and self-motivation
- Exceptional organizational and time management skills; ability to balance conflicting priorities to manage workflow, ensure the completion of essential projects, and meet deadlines.

WORKING CONDITIONS

- Required to work out of the ALLIANCE Hockey Office and remotely as necessary.
- May be required to work staggered hours, evenings, and weekends as necessary.

COMPENSATION

- Competitive compensation package commensurate with experience.
- An attractive comprehensive extended health and benefits plan which begins on your first day.
- An employer matched RSP contribution plan.

APPLICATION PROCESS

- Interested candidates are invited to submit a resume, cover letter, and references to info@leadershipcapital.org. Application deadline date: September 15, 2023.

ALLIANCE Hockey is an equal-opportunity employer and value diversity within the organization. **A Satisfactory Criminal Record Check and a Vulnerable Person's Check are required of Hockey Employees and Volunteers**



“This job description outlines the general nature and level of work performed by the Executive Director. It is not an exhaustive list of all responsibilities, duties, and qualifications required for the role. ALLIANCE Hockey reserves the right to amend and change responsibilities to meet organizational needs.”

