

Title: Executive Director

Organization: Vancouver Thunderbird Minor Hockey Association

Vancouver Thunderbird Minor Hockey Association is one of the largest minor hockey associations in British Columbia with approximately 1000 annual player registrations. Vancouver Thunderbirds Hockey strives to create a player centered environment that provides a rewarding hockey experience for our community of players that is founded on character, teamwork, and the pursuit of excellence on and off the ice.

We have an exciting opportunity for an **Executive Director** to join our organization. The role is responsible for successfully leading, managing, and administering the day-to-day operations and initiatives of Vancouver Thunderbirds Hockey according to the policies, plans and budget set by the Association's Board of Directors.

The Executive Director will be the face of the organization within the hockey community and the key liaison with Vancouver Thunderbirds Hockey stakeholders including members, athletes, coaches, volunteers and external partners.

This is a full time position with non-traditional hours, weekend work, and travel within BC as necessitated by the hockey season.

The key responsibilities of the role include:

- Participating with the Board in developing a vision and strategic plan to guide the organization, acting as a professional advisor to the Board on all aspects of the organization's activities and fostering effective team work between the Board and staff, contractors and volunteers.
- Working with staff and the Board to develop a comprehensive Annual Business Operating Plan and budget, and securing adequate funding for the operation of the organization. Administering the funds of the organization according to the approved budget and applicable funding agreements and managing the financial reporting of the organization.
- Managing the day to day operation of the organization, including financial and data management, and procedure and policy development.
- Working in collaboration with the Board and staff to ensure that the programs and services offered by the organization contribute to the organization's vision and mission, including monitoring the delivery of the programs and services to maintain and/or improve quality.
- Representing the organization at community, local, regional, provincial and national activities as appropriate.
- Being a key liaison with Vancouver Thunderbirds Hockey stakeholders including members, athletes and coaches, both in person and using the organization's social media tools.
- Managing the risk, health and welfare of organization's members, property, data, finances, image and implement measures to control risks.
- Determining and managing staffing requirements for organizational management and program delivery, with responsibility for recruitment, management and mentoring of numerous staff, contractors and volunteers.

The successful candidate shall possess the following:

- Passion for providing superior customer service by understanding and responding to membership needs.
- Demonstrated ability to think strategically, problem solve, and implement and evaluate action plans.
- Excellent and effective interpersonal and relationship building skills.
- Demonstrated ability in public speaking, clear and effective written and oral communication, and effective team management skills.
- Demonstrated ability to effectively prioritize tasks, assess situations, and make timely and clear decisions.
- Understanding of a sport organization, preferably hockey.
- Personal stability, maturity, and optimism.

Qualifications

- Education or experience in the field preferred:
 - University degree or equivalent in not-for-profit management, sport management, recreation, business, or a related discipline.
 - Minimum five years of experience in not-for-profit management (preferably sport focused), including supervising paid staff and volunteers and experience working with a Board of Directors.
 - Minimum five years of leadership experience.
 - Advanced education and/or combination of formal education, training and professional development and work experience in a related field.
 - Experience with not-for-profit fiscal management, including accounting and budgeting, fundraising, and sponsorship.

Successful candidates must complete Respect in Sport and provide a clear Criminal Record Check including a vulnerable sector search.

Resumes and cover letters may be submitted in confidence to ccotton@vancouverbirds.ca by May 15, 2022. Compensation will be based upon experience and qualifications.

We thank all applicants, however, only those selected for an interview will be contacted.