

Position Description: Executive Director, Non-Profit Youth Hockey Organization

Are you passionate about youth sports and ready to lead a dynamic non-profit dedicated to promoting youth hockey? The Tri-Cities Amateur Hockey Association (TCAHA) is seeking an inspiring Executive Director to take our organization to the next level. If you're driven by strategic leadership, community engagement, and making a lasting impact on young athletes, we want to hear from you.

Why TCAHA? As the leading youth hockey program in the state, TCAHA offers the opportunity to shape the future of youth hockey, engage the community, and foster the next generation of players and leaders. You'll be at the forefront of program development, fundraising, and partnerships, all while championing our mission of making hockey accessible to youth across the Tri-Cities.

Position Overview: The Executive Director (ED) is responsible for the overall leadership, management, and operation for the Tri-Cities Amateur Hockey Association (TCAHA). The position will also be responsible for overseeing the day-to-day operations, program development, and strategic initiatives that promote youth participation in hockey. This role involves strategic planning, fundraising, community outreach, program development, and ensuring the organization fulfills its mission of promoting youth engagement in hockey.

Key Responsibilities:

1. Strategic Leadership:

- Help develop and implement the organization's strategic plan.
- Foster a vision for the organization that aligns with its mission and values.
- Ensure sustainable growth and development of programs.

2. Program Development and Management:

- Oversee the design and execution of youth hockey programs.
- Develop, implement, and evaluate youth hockey programs and activities.
- Ensure programs are safe, engaging, and aligned with the organization's mission.
- Recruit and train coaches and volunteers, providing ongoing support and development
- Monitor and evaluate program effectiveness, making adjustments as needed.

3. Fundraising and Financial Management:

- Develop and implement fundraising strategies to secure financial resources.
- Manage the organization's budget and financial planning.
- Cultivate relationships with donors, sponsors, and grant-making organizations.

- Identify grant opportunities and support grant application processes.
- Monitor budget expenditures and ensure financial accountability.

4. Community Engagement:

- Build and maintain partnerships with schools, community organizations, and local businesses.
- Promote the organization within the community to increase participation and support.
- Represent the organization at events, meetings, and in the media.

5. Board Relations:

- Work closely with the Board of Directors to ensure effective governance.
- Provide regular updates on organizational performance and challenges.
- Support board development and recruitment efforts.

6. Staff and Volunteer Management:

- Recruit, train, and supervise staff and volunteers.
- Foster a positive organizational culture that values teamwork and inclusivity.
- Ensure compliance with policies and best practices in youth sports.

7. Marketing and Communications:

- Develop and implement marketing strategies to promote programs and events.
- Oversee and support an active presence on social media and other communication platforms.
- Create promotional materials that reflect the organization's mission and values.
- Create/distribute a newsletter and promotional content to keep families informed about organizational events and schedules.

8. Administration and Operations:

- Manage daily operations, including overseeing schedules, games, and sponsored events.
- Oversee registration processes, participant communication, and record-keeping.
- Ensure compliance with safety standards and organizational policies.
- Coordinate and communicate with Harris-White-Leasure (HWL) Group as TCAHA is a tenant of the HAPO Community Ice Plex, but not responsible for the building maintenance or management.

Qualifications:

- Bachelor's degree in sports management, nonprofit administration, business, or a related field (Master's preferred).
- Proven experience in nonprofit management, program development, and fundraising.
- Experience in youth sports management or a similar role, preferably in hockey.
- Excellent leadership, communication, and interpersonal skills.
- Ability to work collaboratively with diverse stakeholders.

Working Conditions:

- This position may require evening and weekend hours, especially during hockey seasons and events.
- Frequent travel within the community for meetings and events.
- **Application Process:** Interested candidates should submit a resume, cover letter, and three professional references to secretary@tcaha.com by December 20, 2024.

For more information about the Tri-Cities Amateur Hockey Association, visit <https://www.tcaha.com>

Position Details:

- **Job Title: Hockey Executive Director**
- **Location: Tri-Cities, Wa**
- **Job Type: Full-time**
- **Application Deadline: December 20, 2024**
- **How to Apply: Interested candidates should submit a resume, cover letter, and three professional references to secretary@tcaha.com.**