



Job Title: **Executive Director**

Location: Spokane, WA

Full-Time / Flexible Hours

Organization: Spokane Americans Youth Hockey Association (SAYHA)

Reports To: Board of Directors

Salary: \$29-\$50 an hour (DOE)

Send Application to bod@spokanejrchiefs.com

Summary:

The Executive Director of the Spokane Youth Hockey is a dynamic and visionary leader responsible for overseeing the organization's strategic direction, program development, fundraising initiatives, and overall operations. This role requires a passionate individual committed to the positive development of youth through the sport of hockey, possessing strong organizational and managerial skills, and the ability to build and maintain relationships with stakeholders.

Responsibilities:

Strategic Leadership:

- Develop and implement a strategic plan in collaboration with the Board of Directors to achieve the organization's mission and objectives.
- Provide visionary leadership to advance the organization's impact and sustainability.
- Recommend timelines and resources needed to achieve strategic goals.

Program Development and Management:

- Oversee the planning, development, and implementation of Spokane Youth Hockey programs.
- Ensure programs align with the organization's mission and meet the needs of the community.
- Monitor and evaluate program effectiveness, ensuring programmatic excellence, rigorous program evaluation and consistent quality of finance, administration, fundraising, and communications.

Fundraising and Financial Management:

- Develop and execute comprehensive fundraising strategies to secure financial support from individual donors and corporate sponsors.
- Expand local revenue generating and fundraising activities to support existing program operations and program expansion, while simultaneously fundraising for potential capital expansion projects.
- Build, manage and execute the organization's budget, ensuring fiscal responsibility and transparency.
- Identify and pursue grant opportunities to support programmatic and operational needs.
- Work with the Board of Directors and staff to set annual program fees and complete strategic business planning objectives.

Community Engagement:

- Cultivate positive relationships with community leaders, schools, local businesses, and other stakeholders.
- Represent the organization at community events and engage in public relations activities to enhance visibility and support.
- Develop and oversee a consistent communications strategy. Deepen and refine all aspects of communications, from web presence to external relations with the goal of creating a stronger brand and youth sports culture.

Board Relations:

- Collaborate with the Board of Directors to provide regular updates and ensure alignment with organizational goals.
- Support board development and engagement initiatives.
- Ability to do other duties as assigned by management, including any that may arise to support the needs of the organization

Staff and Volunteer Management:

- Recruit, train, and lead a dedicated team of staff and volunteers.
- Foster a positive and inclusive organizational culture that values diversity and collaboration.

Compliance and Reporting:

- Ensure compliance with relevant laws, regulations, and industry standards.
- Prepare and present regular reports on organizational performance to the Board of Directors.

Qualifications, Attributes and Desired Qualities:

- Bachelor's or Master's degree in a relevant field.
- Passion for youth development through sports.
- Thorough understanding of the various dynamics that impact a youth hockey organization, from ice time for local recreation teams and 8U teams to the evaluation, league requirements, and travel demands of Tier II and Zone teams. • Deep knowledge of, and working experience with, all entities involved with youth ice hockey in the state of Washington and British Columbia (including, but not limited to, USA Hockey and Hockey Canada national governing bodies).
- Proven experience in non-profit management, preferably in the youth sports sector.
- Strong project and business management skills combining cost effectiveness for membership with quality control expectations.
- Strong leadership, strategic planning, and organizational skills. Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders.
- Demonstrated success in fundraising and financial management.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.
- Willingness and ability to work non-traditional hours as the position demands to often include nights and weekends.