



Executive Director, Northumberland Minor Hockey Association

About the Opportunity

The Northumberland Minor Hockey Association (NMHA) is dedicated to fostering the growth, development, and success of minor hockey in our community. The NMHA has experienced exponential growth over the past several years, recently completing a governance review to enhance our board leadership structure, policies and procedures. We are seeking a dynamic and experienced Executive Director (ED) with a passion for hockey and community to provide strategic leadership, oversee daily operations, and support the implementation of our new governance framework for the Association. The ED will work closely with the Board of Directors and act as the Chief Executive Officer of the organization, supporting key volunteer leadership roles to ensure NMHA meets its mission and delivers exceptional programs for our members.

This is a full-time, onsite position based at the Cobourg Community Centre, with some flexibility for remote work as required. Flexible schedule including evenings and weekend availability required. Compensation ranges between \$70,000 to \$90,000 based on experience.

Position Overview

Reports to: Board of Directors

Direct Reports: TBD

Key Collaborators: Board Chair, Treasurer, Equipment Officer, Hockey Development Officer, Head Ice Scheduler, Head Referee, Head Timekeeper

Key Responsibilities

Strategic Leadership and Governance Support

- Serve as the primary operational leader for the NMHA, ensuring alignment with the Association's mission and strategic goals.
- Support the Board Chair and act as the Secretary Officer in preparing meeting agendas, collating reports, distributing minutes and board meeting packages, maintaining governance documents, and supporting Board committees as required.
- Collaborate with the Board to implement key recommendations from the Governance Review Report.
- Update, revise and develop board policies and procedures as required.

- Provide insights and updates to the Board on operational performance, strategic initiatives, and organizational needs.

Financial Management and Fund Development

- Collaborate with the Board Treasurer to prepare, monitor, and manage the annual budget, ensuring fiscal responsibility and sustainability.
- Work closely with the Association's bookkeeper and accountant to ensure compliance with accounting standards and requirements.
- Oversee financial reporting, including revenue tracking, expense management, and compliance with funding agreements.
- Identify and pursue opportunities for sponsorships, partnerships, and grants to enhance the Association's resources and programs.

Operational and Program Management

- Oversee the daily operations of the NMHA, ensuring programs, services, events, and tournaments are delivered efficiently and effectively.
- Update and maintain the NMHA Manual of Operations on an annual basis.
- Collaborate with key volunteer leaders, including the Coaching and Training Officer, Development and Equipment Officer, Head Ice Scheduler, Head Referee, and Head Timekeeper, to ensure smooth delivery of minor hockey programs.
- Monitor compliance with NMHA policies, procedures, and safety standards.

Volunteer Coordination and Stakeholder Engagement

- Build strong relationships with volunteers, ensuring effective communication, training, and support for their roles.
- Act as the primary point of contact for external stakeholders, including parents, community partners, and media.
- Represent the NMHA in meetings with local organizations, sponsors, and municipal representatives to advocate for the Association's interests.

Program Evaluation and Improvement

- Develop and implement tools for evaluating program effectiveness and member satisfaction.
- Use data and feedback to make recommendations for improvements to NMHA programs, policies, and services.
- Lead efforts to innovate and modernize operations, incorporating best practices in nonprofit and minor hockey administration.

Required Skills and Experience

Qualifications

- Minimum of five years of experience in nonprofit management, sports administration, organizational development or a related field.
- Experience in minor hockey operations or community sports organizations is a strong asset.
- Proven track record in stakeholder management, fundraising, financial management and budgeting, volunteer coordination and program development.
- Knowledge of governance best practices, including board relations and policy development.
- A post-secondary degree or diploma in a relevant field (e.g., business administration, sports management, nonprofit leadership) is preferred.

Skills

- **Leadership:** Proven ability to lead diverse teams, manage projects, and inspire volunteers and staff.
- **Communication:** Exceptional verbal and written communication skills, with experience engaging diverse stakeholders.
- **Organization:** Strong project management and organizational skills, with the ability to prioritize competing demands.
- **Financial Acumen:** Knowledge of budgeting, financial reporting, and fund development.
- **Technical Proficiency:** Comfortable using Microsoft Office Suite, Google Workspace, and hockey-specific software/tools (e.g., ice scheduling platforms).

Attributes

- Collaborative and approachable, with a passion for community building and youth development.
- Proactive and innovative thinker with the ability to work independently while collaborating effectively within a team environment.
- Solutions-oriented with a commitment to continuous improvement.
- Strong communicator with the ability to effectively manage, build, and maintain relationships with diverse stakeholders.
- Professional and ethical, with a commitment to equity, diversity, and inclusion.

Compensation and Benefits

- Annual Salary: Range between \$70,000-\$90,000 plus mandatory employment-related costs (MERCs).
- Flexible work arrangements to accommodate occasional remote work.
- Opportunities for professional development and training in nonprofit leadership.

Why Work with Us?

Joining NMHA means becoming part of a community-driven organization dedicated to supporting youth development and sportsmanship through hockey. This role offers a dynamic

environment where your leadership and operational skills will make a direct impact on the success of the Association and the experiences of its players, families, and volunteers.

Anticipated Start Date: May 5, 2025

To Apply

Please submit your cover letter and resume as a single PDF document by **Friday March 14, 2025, at 4:30pm**, and address your package to: Amy Mouncey, Director of Administration, administration@northumberlandminorhockey.com

NMHA is an equal opportunity employer and welcomes applications from candidates of diverse backgrounds.