



### **Executive Director/CEO** *(Revised Aug 2021)*

The Grand Forks Youth Hockey Association is a non-profit organization that focuses on hockey development and opportunities for the Grand Forks community area youth. The Executive Director/CEO, who reports to GFYHA Board of Directors, sets the Association business strategy, which includes ways to increase revenue so that the association can invest back into its youth hockey programs and offerings. The Executive Director/CEO leads all aspects of Grand Forks Youth Hockey Association and is responsible for business operations, hockey programming, and managing GFYHA staff. To expand business relationships, and earn and keep the trust of association members, excellent communication is required for this role. In addition, this role has oversight of all hockey programs and directly supervises the Hockey Director and Tournament Coordinator & Admin, therefore hockey and coaching knowledge is required.

Job Duties include, but are not limited to:

- Oversee all elements of GFYHA hockey programming, including: PEP, skill development, camps, tournaments, tryouts, selection and certification of coaches, etc.
- Responsible for all elements of GFYHA Gaming Operations, including expansion.
- Leading/coordinating all GFYHA fundraising events (raffle, golf tournaments, etc.) and expanding GFYHA business sponsors.
- Effectively manage GFYHA staff.
- Maintain and grow community relationships with the City, Park Board, area businesses, gaming sites, etc.
- Create and implement GFYHA communication plan (i.e., member updates, annual meeting, social media, etc.); respond timely to member inquiries/concerns and feedback.
- Maintain compliance with all applicable regulations (i.e., USA Hockey, ND Gaming, GFYHA Policy and Procedures, etc.).
- Responsible for updating all rules, policies, and procedures as directed by GFYHA Board of Directors.
- Provide monthly and annual financial reports.
- Work with other GFYHA committees/community members, for the best interest of GFYHA.
- Participate in NDAHA state meetings.
- Enforce any applicable disciplinary actions per GFYHA policy and procedures (i.e., Disciplinary Committee Procedures, etc.).
- Create a monthly board meeting agenda, send out any pre-meeting documents, and attend board meetings.
- Directly supervise the Hockey Director and Tournament Coordinator & Admin.

### **Basic Job Qualifications:**

Meet US employment authorization requirements and successfully pass a background check.  
Provide Core SafeSport Course Certification or Current USA Hockey Confirmation Number.  
Bachelor's degree or other experience in business management or communications.  
Previous experience of people management/leading teams and daily business operations.  
Understanding of business financial management or accounting processes.  
Excellent written and verbal communication skills.



Competence with Microsoft Office (Word, Excel, PowerPoint), Google (Drive, Shared Docs) applications.

**Preferred Job Qualifications:**

Experience with fundraising or sales.

Experience managing and expanding ND gaming operations

Previous hockey experience and/or coaching hockey or other athletic teams.

Competence with QuickBooks.

**Base wage, based on experience, \$70,000 with benefits and incentives.**