

Job Title Executive Director

Organization: Field Hockey Alberta (FHA)

Hours: Full-Time 37 - 40 hours per week.



Start Date: October 1st 2021

Application Deadline: September 17th 2021

Location: Calgary, Alberta, Canada

Salary: \$50,000 per annum

General: The executive director holds a key leadership position in the organization. Under the authority of the board, the executive director assumes complete responsibility for carrying out assigned policies and regulations. The executive director has the authority to direct the implementation of the organizations programs and services, and is responsible for the management of all staff members and volunteers.

Summary of Responsibilities:

Reports directly to the Operations Committee (President and VP Admin, Finance):

- Directs the day-to-day operations
- Implements policy
- Hires, trains, delegates, supervises, evaluates, and releases staff
- Attends all board meetings, and is invited to all committee meetings
- Acts as a consultant to the board and its committees

Key Responsibilities

1. Policy Management

- Administer the day-to-day operations of the organization including personal management

2. Strategic Planning

- Conduct both an internal and external environmental scan to identify emerging issues that affect the organization.
- Pursue sporting grants to fulfill programming needs.

3. Program Management

- Facilitate the research, planning, development, implementation, and evaluation of programs and services.
- Make sure that programs and services meet the board's policy guidelines, and reflect the board's priorities

4. Financial Management

- Implement the board's policies for the allocation and distribution of resources
- Liaise with FHA Bookkeeper to maintain sound bookkeeping procedures
- Administer the funds of the organization, according to the budget approved by the board

5. Advocacy Management

- Promote community awareness of the organization's mission and aims
- Communicate directly with NSO (Field Hockey Canada) and implement emerging policy and program coordination

Required Skills:

- Sport Management or a related field, with a minimum three years of professional work experience would be considered an asset.
- Strong knowledge of field hockey in Canada, its development programs and delivery structure will be considered an asset.
- Possess exceptional computer skills including a working knowledge spreadsheets, word processing and presentation software, online, and with social media
- Working knowledge of accounting procedures, as well as computer and databased applications.
- The successful candidate shall demonstrate strong interpersonal, organizational, and communication (oral and written) skills.
- Ability to monitor and follow-up on correspondence as well as time sensitive projects requiring response or future actions.
- Strong project coordination and excellent organizational skills.
- Ability to work in a team environment with volunteers and board members
- Demonstrate skills in conflict resolution.
- Available to travel and work flexible hours, including weekends, if required.

Interested candidates should submit a cover letter & resume by September 19, 2021. We thank all applicants for their interest, but only those successful will be contacted. Please send cover letter & resume to burgundy@fieldhockey.ab.ca.