

HOCKEY NWT

EXECUTIVE DIRECTOR

JOB DESCRIPTION

POSITION	Executive Director
ORGANIZATION	Hockey NWT
REPORTS TO	President and Board of Directors, Hockey NWT
ACCOUNTABILITY	Reports to the President as the Board's designated liaison and is accountable to the Board as a whole
EMPLOYMENT STATUS	Full-time, salaried executive position (3 yr Term with possible extensions)
PRIMARY LOCATION	Yellowknife, Northwest Territories, with regular travel throughout the NWT and occasional travel outside the territory
SALARY RANGE	\$85,000 to \$110,000 per year, commensurate with qualifications and experience
BENEFITS	Comprehensive employer-sponsored benefit package, subject to plan terms and the final employment agreement

ROLE MANDATE

The Executive Director is Hockey NWT's senior administrative and operational leader. Reporting to the President and accountable to the Board of Directors, the Executive Director implements Board-approved strategy and policy, manages day-to-day operations and finances, supports member associations and communities, and represents Hockey NWT within the Hockey North and Hockey Canada system and with territorial, community, corporate and sport partners.

1 REPORTING, GOVERNANCE AND AUTHORITY

The Executive Director is appointed by the Board of Directors, reports to the President for day-to-day direction on behalf of the Board, and remains accountable to the Board as a whole. The President is the primary Board liaison, while the Board approves strategic direction, policy, the annual budget, major commitments and the Executive Director's annual performance objectives.

Within Board-approved policies, budgets and delegated authority, the Executive Director is authorized to manage Hockey NWT's operations, supervise assigned staff and contractors, coordinate volunteers, approve routine expenditures, and make operational decisions required to deliver the organization's mandate. Matters outside delegated authority are referred to the President and/or Board for approval.

2 KEY RESPONSIBILITIES**A. Strategic Leadership and Board Support**

- Work with the President and Board to develop, update and implement Hockey NWT's long-term strategic plan, annual business plan and operational priorities.
- Translate Board decisions into clear work plans, timelines, accountabilities and measurable results, and provide regular progress and risk reports to the Board.

- Advise the Board on policy, governance, financial, operational, program and stakeholder matters, and identify emerging issues that require Board attention.
- Develop and maintain policies and operating procedures, and ensure programs and activities are delivered consistently with approved policies.
- Coordinate Board meetings with the President and Secretary, including schedules, notices, agendas, briefing materials, reports, action tracking and follow-up. Attend all Board meetings and support minute-taking when required.
- Plan and administer the Annual General Meeting, including member notice, annual reports, agendas, facility and travel logistics, proposed constitution or bylaw amendments, elections, statutory filings and post-meeting records.
- Ensure Hockey NWT remains in good standing and meets applicable governance, corporate, funding and reporting requirements.

B. Financial Management and Organizational Sustainability

- Prepare the annual operating and program budgets with the Treasurer and President for Board approval, and manage the organization within the approved budget.
- Oversee bookkeeping, accounts payable and receivable, invoicing, deposits, banking, expense claims, payroll where applicable, and accurate allocation of revenues and expenses by program or project.
- Prepare timely monthly or quarterly financial reports, cash-flow forecasts, variance explanations and year-end information for the Treasurer, President and Board.
- Coordinate the preparation and presentation of annual financial statements and any required audit or review engagement with the Treasurer and external accountant.
- Administer grants, contribution agreements and restricted funds; ensure applications, claims, accountability reports and other submissions are complete and filed by all deadlines.
- Maintain appropriate financial controls, procurement practices, records, insurance coverage and inventory systems, and promptly identify financial or compliance risks.
- Oversee the collection and remittance of registration, insurance, administration and program fees as applicable, and support team managers and event leads with financial processes.
- Develop sustainable revenue through sponsorship, fundraising, donations, grants, partnerships and earned-revenue opportunities aligned with Hockey NWT's mandate.

C. Operations, Registration, Rules and Compliance

- Direct the day-to-day administration of Hockey NWT and provide responsive service to members, associations, communities, partners, sponsors and the public.
- Oversee Hockey Canada Registry and related administration for Hockey NWT, including registrations, transfers, team approvals, registrar support, eligibility matters, police record checks and annual reporting, as applicable.
- Administer or coordinate tournament and special-event sanctioning, travel permits, insurance certificates and other approvals in collaboration with Hockey North and Hockey Canada.
- Interpret and administer Hockey NWT, Hockey North and Hockey Canada constitutions, bylaws, regulations, policies and playing rules, referring matters to the appropriate authority when required.
- Ensure complaints, appeals, discipline and conduct matters are received, documented and addressed in a timely, fair and policy-compliant manner.
- Maintain accurate corporate, member, program, financial and operational records, including appropriate privacy, confidentiality, retention and information-security practices.
- Manage contracts, suppliers, facilities, office systems, travel arrangements and other operational requirements within approved authority.
- Monitor certification, qualification, insurance and Safe Sport requirements for coaches, officials, volunteers, team personnel and other participants, and escalate non-compliance promptly.

D. Programs, Championships and Games

- Work with Board committees, technical leaders, associations and communities to grow grassroots hockey and strengthen player, coach, official and volunteer development throughout the NWT.
- Support mid-performance and high-performance programming, including planning, registration, facilities, staffing, officials, equipment, travel, evaluation and post-program reporting.
- Coordinate Hockey NWT's responsibilities for NWT events, including registration packages, competition guides, host support, scheduling coordination, reporting documents and post-event follow-up.

- Support Arctic Winter Games and Canada Winter Games programming, including advertising and selecting team personnel, updating handbooks and policies, selection camps, travel, registration, uniforms, team-manager support and post-Games evaluation.
- Oversee special events, development camps, clinics and other Board-approved initiatives, ensuring appropriate budgets, risk controls, sponsor recognition and operational plans are in place.
- Evaluate participation, service quality, financial results and program outcomes, and recommend improvements to the Board.

E. Marketing, Communications, Sponsorship and Fundraising

- Develop and implement a communications and marketing plan that promotes Hockey NWT's mission, programs, events, member achievements and participation opportunities across the territory.
- Maintain an accurate, timely and professional website, social-media presence, member communications and public information materials.
- Create awareness campaigns and outreach initiatives that encourage minor hockey associations, recreation programs and communities to become active and engaged.
- Build and steward relationships with corporate, government, community and private-sector sponsors and partners, including sponsorship proposals, agreements, activation, recognition and reporting.
- Actively pursue donations of funds, services and goods and identify new grant and funding opportunities that support Hockey NWT's strategic priorities.
- Protect and strengthen Hockey NWT's reputation and brand through consistent, transparent and respectful communications.

F. Member, Government and Sport-System Relations

- Serve as a principal point of contact for Hockey NWT members and maintain regular communication with minor hockey associations, community recreation programs, coaches, officials, volunteers, parents and participants.
- Maintain effective working relationships with Hockey North, Hockey Canada, other Member Associations and relevant committees, and represent Hockey NWT at meetings, conference calls, congresses and events as directed.
- Maintain strong relationships with Sport North, Government of the Northwest Territories departments, schools, community governments, funders, Indigenous governments and organizations, and other sport and recreation partners.
- Prepare reports and briefing materials for Hockey North, Hockey Canada, government, funders and the Board, obtaining President or Board approval where required.
- Represent Hockey NWT professionally in public forums and promote collaboration that expands access to safe, inclusive and quality hockey experiences across the NWT.

G. People, Committees and Volunteer Leadership

- Provide leadership, work planning, supervision and performance support to Hockey NWT staff, contractors, casual workers and assigned volunteers.
- Clarify roles, delegate duties within approved authority, monitor performance and ensure staff and volunteers have the information and tools required to succeed.
- Support Board committees and operational leads, including technical, high-performance, officiating, championship and event functions, while maintaining clear governance and operational accountabilities.
- Promote a respectful, inclusive, service-oriented and accountable culture, and support volunteer recruitment, recognition, retention and succession planning.
- Identify staffing and organizational capacity needs and make recommendations to the President and Board.

H. Performance Management and Other Duties

- Prepare an annual Executive Director work plan and performance measures aligned with the strategic plan and Board-approved priorities.
- Report on financial performance, membership and participation, program delivery, sponsorship and fundraising, compliance, member service and organizational risk.
- Participate in an annual performance review led by the President with input and approval from the Board of Directors.
- Carry out other duties assigned by the President or Board that are consistent with the purpose and seniority of the position.

3 QUALIFICATIONS AND EXPERIENCE

Required or Equivalent Qualifications

- Post-secondary education in sport or recreation administration, business, public administration, nonprofit management, adult education or a related discipline, or an equivalent combination of education and senior-level experience.
- At least five years of progressively responsible management and leadership experience, preferably in a sport, nonprofit, member-based or community organization.
- Demonstrated experience working with a Board of Directors and translating governance direction into effective operations and measurable results.
- Strong financial-management experience, including budgeting, financial reporting, controls, project accounting, grant administration and working with accountants or auditors.
- Experience in strategic planning, policy development, project and event management, sponsorship, fundraising, marketing and stakeholder relations.
- Knowledge of hockey association structures, registration and sanctioning processes, rules and regulations, and the Hockey Canada system, or the ability to acquire this knowledge quickly.
- Excellent written and verbal communication, facilitation, interpersonal, analytical, organizational and problem-solving skills.
- Proven ability to manage multiple priorities, meet deadlines, work independently, exercise sound judgment and maintain confidentiality.
- Proficiency with common office, financial, database, website and social-media tools, including the ability to learn sport-registration systems.
- Ability and willingness to travel, work evenings and weekends, and adjust regular hours to meet operational and event requirements.
- A satisfactory criminal record check and vulnerable sector check, as required, are conditions of employment.

Assets

- Experience working in the Northwest Territories, Northern Canada, rural or remote communities, or with Indigenous governments and organizations.
- Experience with Hockey Canada Registry, Hockey Canada policies, multi-sport games, championship delivery or high-performance sport programming.
- A record of securing sponsorship, grants or other external funding and building long-term corporate and government partnerships.

4 CORE COMPETENCIES

Leadership and Integrity	Builds trust, models ethical conduct, takes accountability and makes decisions in the best interests of Hockey NWT.
Strategic and Operational Judgment	Balances long-term priorities with day-to-day execution and identifies risks, options and practical solutions.
Financial Acumen	Understands budgets, controls, reporting and funding requirements and uses financial information to guide decisions.
Communication	Communicates clearly, respectfully and appropriately with the Board, members, partners, staff, volunteers and the public.
Relationship Building	Develops collaborative relationships across communities, governments, sport organizations, sponsors and the hockey system.
Planning and Execution	Organizes complex work, establishes priorities, delegates effectively and delivers commitments on time.
Member Service	Responds promptly, applies policies consistently and focuses on practical support for associations and communities.
Adaptability and Cultural Awareness	Works effectively across diverse NWT communities, changing priorities, travel demands and high-pressure situations.

5 WORKING CONDITIONS

- The position works in office, meeting, community and sporting environments and may be required to work independently for extended periods.
- Evening and weekend work is expected during Board meetings, championships, games, clinics, special events and peak registration or reporting periods. Regular hours may be adjusted accordingly.
- Regular travel to NWT communities and occasional travel outside the territory are required. Travel may involve exposure to Northern weather and variable transportation conditions.
- The role routinely manages multiple concurrent projects, deadlines and requests from different stakeholders and therefore requires sustained concentration, sound prioritization and resilience.
- Reasonable approved business, travel, accommodation, telephone, internet and other employment-related expenses will be reimbursed in accordance with Hockey NWT policy and applicable rates.

6 COMPENSATION AND BENEFITS

ANNUAL SALARY	\$85,000 to \$110,000, with placement within the range based on qualifications, relevant experience, demonstrated leadership capacity and internal equity.
BENEFIT PACKAGE	A comprehensive employer-sponsored benefit package will be provided, including extended health and dental coverage; life, accidental death and dismemberment, and long-term disability insurance; paid vacation and sick/personal leave.. Final coverage, cost-sharing, waiting periods and eligibility are governed by the Board-approved plan and the employment agreement.
PROFESSIONAL DEVELOPMENT	Reasonable support for role-related training, conferences and professional development, subject to the approved annual budget.
EXPENSE REIMBURSEMENT	Approved business and travel expenses will be reimbursed under Hockey NWT policy, generally aligned with applicable Government of the Northwest Territories travel rates.
REVIEW	Compensation and performance will be reviewed annually by the President and Board, subject to organizational performance, budget capacity and Board policy.

7 APPROVAL AND ACKNOWLEDGEMENT

This job description describes the general nature, responsibilities and level of work expected of the Executive Director. It is not an exhaustive list of every duty. Responsibilities may be adjusted by the President and Board to reflect approved strategic priorities, organizational needs and changes in the hockey system. Compensation and benefit terms are subject to the final employment agreement and Board-approved policies.