

Executive Director Omaha Hockey Club

The Executive Director is the key management leader of Omaha Hockey Club. The Executive Director is responsible for overseeing the administration, programs, and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position works in cooperation with and reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES

- 1) Board Governance: Works with the Board in order to fulfill the organization's mission.
 - Responsible for leading Omaha Hockey Club in a manner that supports and guides the organization's mission as defined by the Board of Directors.
 - Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- 2) Financial Performance and Viability: Develops sufficient resources to ensure the financial health of the organization.
 - Responsible for fundraising and developing other revenues necessary to support Omaha Hockey Club's mission.
 - Responsible for the fiscal integrity of Omaha Hockey Club to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
 - Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- 3) Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
 - Responsible for implementation of Omaha Hockey Club's programs that carry out the organization's mission.
 - Responsible for strategic planning to ensure that Omaha Hockey Club can successfully fulfill its mission into the future.
 - Responsible for the enhancement of Omaha Hockey Club's image by being active and visible in the community and by working closely with other professional, civic and private organizations.
- 4) Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
 - Responsible for the hiring and retention of competent, qualified staff.
 - Responsible effective administration of Omaha Hockey Club operations.
 - Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

SPECIFIC RESPONSIBILITIES

- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization.
- Act as registrar for USA Hockey and MWAHA.
- Schedule all ice and officials.
- Update and maintain the OHC website.
- Schedule, organize and execute two “Try Hockey for Free” days per year.
- Assist in coaching interviews and selection.
- Assist in organization and execution of team tryouts.
- Supervise & collaborate with organization staff.
- Strategic planning and implementation.
- Planning and operation of annual budget.
- Serve as Omaha Hockey Club’s primary spokesperson to the organization’s constituents, the media, and the general public.
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance Omaha Hockey Club’s mission.
- Engage in fundraising and developing other revenues.
- Oversee marketing and other communications efforts.
- Oversee organization board and committee meetings.
- Establish employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Review and approve contracts for services.
- Other duties as assigned by the Board of Directors.