



Minnesota Hockey Leadership Roles and Responsibilities

Executive Director

The Executive Director serves as the **primary representative** of Minnesota Hockey, overseeing strategic direction and daily operations. This role ensures the organization's continued growth, strengthens stakeholder relationships, and provides leadership across all hockey programs.

Key Responsibilities:

- Provide leadership of Minnesota Hockey to build alignment with its vision, mission, and values, and deliver results based on those foundational tenants.
- Create and promote a culture within the Minnesota Hockey Community of respect, action, and continuous improvement
- Lead and oversee all Minnesota Hockey employees with a focus on innovation and accountability.
- Represent Minnesota Hockey in official capacities, including media relations, public engagements, and organizational decision-making.
- Serve as the primary point of contact for Associations, Committees, Sponsors, and Governing bodies.
- Provide strategic oversight for operational, financial, and programmatic initiatives.
- Guide and support the Director of Hockey Operations and the Director of Business Operations.
- Collaborate with external partners to enhance Minnesota Hockey's visibility and funding opportunities.
- Ensure compliance with governance policies and organizational standards.
- Participate in Minnesota Hockey Board meetings, oversee leadership conferences, and represent the organization at major events.

Qualifications & Experience:

- A sincere passion for hockey, especially community-based hockey in Minnesota.
- Be of good moral and ethical character.
- Bachelor's degree in Business Administration, Sports Management, Communication, Non-Profit Administration or other reasonably similar educational background.
- Minimum 5-7 years of leadership experience, preferably in sports organizations or nonprofit management.
- Strong understanding of hockey operations, sponsorships, and financial oversight.

- Possess the ability to deal tactfully and work harmoniously with Minnesota Hockey Board, Committees, Employees and Partners.
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Excellent written and verbal communication, negotiation, and stakeholder management skills.
- Must have applicable technology skills including computer/software, and mobile communications.
- Must consent and pass a USA Hockey mandated background screening check.
- Must have a valid driver's license

Key Competencies:

- **Strategic Leadership:** Ability to set organizational priorities and long-term vision.
- **Public Relations:** Skilled in building relationships with sponsors, committees, and governing bodies.
- **Decision-Making:** Capable of making informed decisions that align with Minnesota Hockey's mission.
- **Financial Oversight:** Understanding of budgeting and revenue generation strategies.

Performance Metrics:

- Achieve or exceed annual net income results as set forth in the operating budget as approved by the Minnesota Hockey Board of Directors
- Deliver communication plans on established deadlines
- Through leadership, achieve or exceed annual fundraising goals as established by the Minnesota Hockey Board of Directors.

Compensation:

- Salary range \$125,000-\$145,000
- Highly compensative 401K program
- Covered Parking
- Industry leading insurance benefit package

Reporting Structure:

Reports to: **MN Hockey President/Board**

Supervises: **Director of Hockey Operations, Director of Business Operations, MN Hockey Office Staff**