



Job Title: Executive Director

Organization: Waterloo Girls Hockey Association (WGHA)

Location: Waterloo, Ontario

Job Summary:

The Waterloo Girls Hockey Association (WGHA) is seeking its inaugural **Executive Director**, a visionary and dynamic leader to establish and shape the role. Building on WGHA's strong 24 year history, this position will be instrumental in guiding the organization's growth, strengthening its impact, and further elevating girls' hockey in the community. As the first individual to hold this role, the Executive Director will further advance WGHA's strategic direction, guide operational excellence, and enhance community engagement, working closely with the Board of Directors to achieve WGHA's mission. The Executive Director will provide leadership and support to a staff team of 4 and over 900 volunteers.

Key Responsibilities:

- **Strategic Leadership:** Collaborate with the Board of Directors to define and execute the organization's strategic plan.
- **Governance and Compliance:** Advance governance practices and assist the Board in crafting policies, ensuring transparency and accountability.
- **Program Development:** Lead the creation, implementation, and evaluation of hockey programs that reflect the needs of players, coaches, and families.
- **Financial Management:** Oversee the association's financial systems, including budgeting, reporting, fundraising initiatives, and sponsorships.
- **Volunteer Recruitment:** Build and manage a network of dedicated volunteers to support the association's activities and operations.
- **Community Building:** Serve as the face of the WGHA, cultivating relationships with stakeholders, sponsors, and local organizations to amplify the association's profile.
- **Operational Framework:** Enhance systems, procedures, and processes to ensure the efficient and sustainable operation of WGHA.
- **Communication:** Foster transparent and effective communication channels with members, families, and the broader community.

**Qualifications:**

- Demonstrated leadership experience, ideally within nonprofit organizations or sports management
- Proven expertise in governance, including working with boards and implementing policies
- Strong organizational and financial management skills with the ability to advance foundational systems
- Excellent communication and relationship building abilities
- Demonstrated ability to collaborate effectively with internal and external stakeholders
- Visionary mindset with a passion for promoting girls' sports and creating a positive impact in the community

Preferred Qualifications:

- Experience launching or leading new initiatives
- Familiarity with non-profit governance and best practices
- Knowledge of the hockey community locally and provincially

Compensation:

Salary will be competitive and commensurate with experience and qualifications.

Interested candidates are asked to submit a cover letter and resume by April 23, 2025 to president@waterlooravens.com

Only candidates invited for interviews will be contacted. We'd like to thank all who apply for this position.