



Pan American Hockey Federation

Position Description

Managing Director

Background

The Pan American Hockey Federation (PAHF):

- is the governing body for the Pan Americas in the international Olympic sport of field & indoor hockey
- is one of 5 Continental Federations that reports to and are funded by the International Hockey Federation (FIH)
- has 30 member National Associations
- is administered by a Board of Directors and Committees (all volunteers) that meet on an annual basis and more frequently as needed
- Elects-Board on 4 year terms at a bi-annual General Congress of members
- currently operates on a virtual office basis
- Contracts with 1 part-time professionals (Events and Development co-ordinator)

Position: Managing Director of the PAHF (MD)

Reporting & Working Relationships

- The Managing Director (MD) ultimately reports to the PAHF President
- Between Board meeting, the MD takes direction from the President and/or the Hon. Treasurer, or as approved by the Board of Directors
- The MD must maintain a close working relationship with the Chairs of Committees.
- The part-time staff will report directly to the MD



Key Responsibilities

Overall Responsibility

The MD is responsible to the Board and all stakeholders for directing the policies, operations and activities of the PAHF and is focused on good governance and transparency.

Specific Responsibilities

Strategic Goals:

- Develop innovative & exciting entertainment events
- Increase the degree of professionalism in the sport
- Build a recognised, powerful image for hockey
- Generate millions more followers around the world

Focus on the Major Initiatives:

- Fan-focused Event portfolio – develop innovative & exciting entertainment events
- World-class content creation and distribution
- Joined up global marketing
- Commercial partners who share our vision
- High Performing Sport Engage and empower

- Management
 - Implement the decisions of the PAHF Board
 - Ensure proper coordination and strategic direction of the Committees.
 - Establish efficient lines of communication with all stakeholders.
 - Oversee the IT and financial systems



- Relationships
 - Enhance the relationship with National Associations
 - Enhance relationship with FIH and other Continental Federations.
 - Manage relationships with PASO, ODESUR, CACSO, ODEBO and similar multi-sport organisations in the PAHF region.
 - Ensure management of top PAHF competitions as successful commercial entities
 - Manage the smooth and effective operation of the bi-annual General Congress and the regular meetings of the Board and Committees.
 - Expand and develop relationships with sponsors

- Strategic Planning
 - The MD, together with the Board, is responsible for the development, management and implementation of the Strategic Plan to achieve the strategic priorities.
 - To ensure regular review of the Strategic Plan and associated Operational Plan, particularly measurement of progress.

- Financial Responsibilities
 - Work closely with the Hon. Treasurer to assume overall accountability for financial management
 - Manage budgeting process.
 - Manage reporting of financial performance.
 - Report to the FIH on the use of funds against the 5 Strategic Priorities on a semi-annual basis as required by the MOU between the FIH and PAHF
 - Reports to the Hon. Treasurer and the President



Marketing & Promotion

- Increase sponsorship, TV and media coverage.
- Ensure proper plans are in place to service all sponsors, media and other commercial partners.
- Representation
 - Represent the PAHF in a professional manner.
 - Ensure that all consultants and others who represent the PAHF do so in a professional manner.
- Legal Requirements
 - Ensure the Statutes and By-Laws are observed and maintained.
 - Produce the Report to General Congress of the activities of the Federation.
 - Ensure that all requirements of the laws are observed, particularly as those laws relate to the permanent office location.
 - Manage all contracts and other legal agreements binding the PAHF.
 - Is the contact person for the Disciplinary Officer

Personal Requirements

- Fluency in English and Spanish is required, both written and verbal
- Proven qualifications and experience in management including: people, project management, commercial development, strategic planning, sports administration and good governance practices
- Excellent communication skills, both written and verbal
- Good proven understanding of financial planning and budgeting
- Strong marketing and branding knowledge
- Pro active leadership and interpersonal skills involving negotiation between volunteers, appointed officers and professional staff



Qualifications & Experience

- Tertiary qualifications, preferably in management.
- Good negotiation and communication skills.
- Experience in dealing with the bodies on an international level.
- Experience working with and reporting to a volunteer Executive and Board.

Personal Attributes

- Leadership qualities, with character and a sense of humour
- Energetic, dynamic, strongly motivated and passionate
- Development driven mindset
- Knowledge of the sport of Hockey will be seen as an asset
- Open communicator with the ability to challenge conventional thinking
- Capable of setting high standards of professionalism
- High level of honesty and integrity
- Team leader
- Good understanding and appreciation of the world of international Olympic sport