



PAHF Managing Director Position Description

DESCRIPTION

The Managing Director (MD) is currently a full-time consulting position overseeing the management and operation of the Pan Am Hockey Federation (PAHF). 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.

QUALIFICATIONS/EXPERIENCE

A candidate for the position of PAHF Managing Director should possess the following qualifications:

- University degree in business or equivalent
- Minimum 5-7 years of applicable professional experience
- Excellent communication skills and fluency in English and Spanish, both written and verbal
- Highly developed leadership and managerial skills, particular emphasis on planning and integrating
- Proven qualifications and experience in management including project management, commercial development, strategic planning and sports administration and governance
- A strong understanding of financial planning and budgeting
- Strong marketing, fund raising and branding knowledge
- Pro-active leadership and interpersonal skills involving negotiation between volunteers, appointed officers and professional staff
- Experience in dealing with sports bodies on an international level and appreciation of the world of Olympic sport
- Experience working with and reporting to a volunteer President and Board

PERSONAL ATTRIBUTES

- Leadership qualities, with character and a sense of humor
- Energetic, dynamic, strongly motivated and passionate
- Development driven mind-set
- 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

KEY TASKS/RESPONSIBILITIES

- Focus on the actions as agreed in the current FIH / PAHF MoU**
 - o **Strategy:** Align PAHF strategy to the Hockey Revolution and design and develop an agreed Operational Plan that will deliver against the major initiatives.
 - o **Human Resources:** Appoint a professional/contracted officer responsible for implementation of the Operational Plan.



- **Events:** Host and promote major events in the current PAHF/FIH portfolio. Develop regional events that support the Hockey Revolution.
 - **Members:** Develop a clear plan for engaging and supporting member nations.
 - **Review:** Report annually on progress against the Operational Plan. Keep an on-going record of progress against the Operational Plan with regular (Quarterly) internal review.
 - **Membership Metrics:** Provide hockey demography data by nation for the continent on an annual basis.
- **Management**
- Implement the decisions of the PAHF Board
 - Exercise executive responsibility for staffing the PAHF Office and managing the consultant(s) in the performance of their duties and responsibilities to create and maintain a happy and successful team
 - Ensure proper coordination and strategic direction of the Committees
 - Establish efficient lines of communication with all stakeholders
 - Oversee the IT and financial systems
 - Circulate, as appropriate, updated versions of PAHF statutes and policies
- **Relationships**
- Enhance the relationship with National Associations
 - Enhance relationship with FIH and other Continental Federations
 - Together with the President, manage relationships with PASO, ODESUR, CACSO, ODEBA and similar multi-sport organizations 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 is, together with the Board, 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
 - Together with the Treasurer, manage reporting of financial performance
 - Report to the FIH on the use of funds against the Strategic Priorities on a semi-annual basis as required by the MOU between the FIH and PAHF
- **Marketing, Fund Raising and 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 who represent the PAHF do so in a professional manner
 - Ability to speak on behalf, or represent the PAHF upon the request of the President
- **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

REPORTING & WORKING RELATIONSHIPS

The PAHF Managing Director reports to and takes direction from the Board through the PAHF President and Treasurer. The MD must maintain a close working relationship with the PAHF Committee Chairs. Other consultants will take direction from and report to the MD.

A six months interim and an annual formal performance appraisal discussion will take place and be documented. Continued feedback will be provided on an ongoing basis.

WORKPLACE

The PAHF Managing Director is part of the PAHF virtual office, working remotely from his place of residence in close collaboration with the PAHF Event & Development Coordinator.

HOURS OF WORK

This position is a full-time position with flexible hours and working arrangements.

REQUIREMENT TO TRAVEL

Although some of the tasks can be done electronically, there will be a requirement, from time to time, to travel to oversee the implementation of PAHF initiatives onsite and to attend various PAHF and FIH meetings. Full travel expenses and Per Diems will be covered by the PAHF as per policies in effect at the time.

REPORTING

A report of activities and invoice for Fees and Expenses will be submitted on a monthly and timely basis.