

## **EXECUTIVE DIRECTOR, FIELD HOCKEY ONTARIO**

### **THE JOB: GENERAL DESCRIPTION:**

Field Hockey Ontario (FHO) is seeking an inspirational, experienced and open minded professional for the position of Executive Director (ED). The ED is responsible for the overall management of the day-to-day activities of the organization and its staff and volunteers. The ED oversees the growth and development of Field Hockey in line with FHO's key strategic objectives and Mission:

*"Field Hockey Ontario is the provincial association that leads, grows and promotes field hockey and indoor hockey in Ontario by engaging Clubs, developing qualified coaches and officials, and supporting athletes at all development stages."*

The position of Executive Director is a full-time position and the successful candidate will be required to have use of their own computer, phone and office space. Expenses related to the position will be reimbursed as per FHO policies.

Key responsibilities include:

- 1) Responsible for the overall management and operations of the organization including strategic planning, setting annual plans and objectives for all areas and staff.
- 2) Managing the communication and marketing of FHO, including website, social media and promotional activities.
- 3) Working with partner organizations including sponsors, Field hockey Canada, OUA and OFSSA.
- 4) Ensuring delivery of FHO programs and events including partnering with FHC to ensure smooth delivery of the Field Hockey Nationals when hosted in Ontario.
- 5) Coordinating with the Field Hockey Ontario Summer and Winter Games Representative to ensure delivery of all aspects of the FHO Ontario Games plan.
- 6) Supporting FHO members, member clubs and Team Ontario competitive teams including responding to members through e-mails and phone.
- 7) Assisting with the completion of various grants including application, reporting and delivery of specified programs.
- 8) Working with the FHO board of directors on various activities related to growing the game of Field Hockey in Ontario.

### **THE PERSON:**

#### **Ideal Education and Experience:**

- A degree or diploma in sport/recreation and a minimum of two years of experience in a management or leadership position, or an equivalent combination of related education and experience.
- Knowledge of the sport industry with a priority given to field hockey
- Experience leading working groups and speaking in public.

#### **Characteristics:**

- Passionate and hard working
- Works well with a team when leading and also in a supporting role
- Integrity in everything they do
- Always striving for excellence
- Is innovative and a creative thinker

#### **Key Skills:**



- Communication: Clearly presents written and verbal information with clarity and purpose.
- Well organized and able to maintain a number of different projects concurrently.
- Able to think critically and be a problem solver

***LEVEL OF AUTHORITY:***

The Executive Director reports directly to the FHO Board of Directors. The position also requires working closely with partners and volunteers.

All staff positions report up to the Executive Director position.

***SUBMISSION OF APPLICATIONS:***

The deadline for applications is February 16, 2020; interested candidates are asked to forward a resume and cover letter detailing their suitability for the position by email to

[sue.robertson@fieldhockeyontario.com](mailto:sue.robertson@fieldhockeyontario.com). Please include Executive Director in the subject line.

Interviews will be held the week of March 2, 2020.

We thank all applicants for their interest and will contact only those candidates whose skills and experience best match the requirements of the position. All applications will be treated in strict confidence. Field Hockey Ontario is an equal opportunity employer.