



Hudson Hockey Association

Job Description: Executive Director

Reporting To: Hudson Hockey Association Board of Directors

Job Summary:

The HHA Executive Director will be responsible for the management of all daily, business activities, including revenue producing functions such as facility rental, concessions and the promotion of advertising opportunities. The director will be required to maintain the overall operation, function, and physical structure in its entirety, in order to provide an efficient, clean and safe environment for HHA's guests, tenants and members. This position is full-time, at-will, and exempt employment that is eligible for commissions to be determined.

Essential Functions:

1. Promotion of facility usage of both ice related and dry-floor events, to increase revenue through facility rentals.
2. Development and management of an advertising strategy to maximize revenue opportunities within the facility. (I.e. sign rental, corporate sponsorship, co-op marketing, etc.)
3. Responsible for producing an annual budget and operating within budget parameters.
4. Development of preventative maintenance plan(s) to ensure the facility runs efficiently and is a safe and clean environment. Items include but are not limited to the following: the overall structure; refrigeration system, HVAC, lighting/electrical, plumbing, yard/parking lots, and concession equipment.
5. Management of tenant relationships.
6. Assist AMB Chairperson and/or HHA Board of Directors with tenant contract negotiations and potential rental agreements.
7. Manages all incoming inquiries from the public in regard to HHA activities, HHA membership, facility schedule, directions, and facility usage. Communicates membership inquiries to HHA Board.
8. Initiates "best use" facility strategies to create new revenue opportunities and/or cost reduction initiatives.
9. Recommends capital improvements and presents cost analysis as it relates to the improvements.
10. Monitors/schedules all ice-related and dry-floor activities in the facility.
11. Inventory maintenance of concession items and all general supplies and materials associated with day to day operations.
12. Hires, trains, and supervises facility staff, while maintaining proper staffing levels.

13. All other duties as assigned by HHA Arena Management Board Chairperson and/or HHA Board of Directors.
14. Maintain strong communication with the HHA Arena Management Board Chair and/ or HHA Board of Directors.
15. Work with volunteer committees and groups to meet HHA goals and initiatives.
16. Assist with data entry and bookkeeping, including invoicing and revenue recognition.
17. Attend committee and Board meetings, as requested or needed.

Skills Required:

To perform the role of Executive Director successfully, an individual must perform each of the essential functions satisfactorily.

The employee must possess strong organizational, communication, and management skills. As well as a solid understanding of the financials associated with an operating budget. Individuals must possess strong interpersonal skills in order to communicate effectively to the general public, association members, and the HHA Board of Directors. The employee must be able to work independently and develop process and procedures to ensure that the facility operates in an efficient manner. Possess the ability to forecast financials, initiate revenue enhancements, implement cost control procedures, and provides clear, consistent expectations of employees. Individuals are expected to have familiarity of personal computers and basic software packages (i.e. MS Excel, MS Word).

Experience:

High school diploma or equivalent, college degree preferred. Two years of executive director experience preferred. Individuals with prior experience in management, business operations, and/or sales would be favorable.

Submit cover letters and resumes to the following email address:
treasurer@hudsonhockey.com