



Pan American Hockey Federation

www.panamhockey.org

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 report to and are funded by the International Hockey Federation (FIH)
- has 26 member National Associations
- is administered by a Board and Committees (all volunteers) that meet on an annual basis and more frequently as needed
- elects the Board on 4 year terms at a bi-annual General Congress of members
- currently operates on a virtual office basis
- employs 2 part-time consultants (Operations Manager, Project Co-ordinator)

Position: Managing Director of the PAHF (MD)

Reporting & Working Relationships

- The Managing Director (MD) ultimately reports to the PAHF Board.
- Between meetings of the Board, the MD takes direction from the Hon. Secretary General.
- The MD must maintain a close working relationship with the Chairs of Committees.
- The part-time consultants will report 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

- Focus on the 5 Strategic Priorities established by FIH and PAHF
 - To raise FIH/PAHF gross revenues
 - To raise the profile of the FIH/PAHF and of hockey
 - To enhance and promote FIH/PAHF events
 - To close the performance gap between top level playing nations and the rest by raising the world-wide level
 - To strengthen governance structures for the FIH/PAHF and for hockey

- Management
 - Implement the decisions of the PAHF Board
 - Establish a permanent PAHF office at an appropriate location (possibly Miami or Panama City)
 - Exercise executive responsibility for staffing the PAHF Office and managing the staff 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

- Relationships
 - Enhance the relationship with National Associations
 - Enhance relationship with FIH and other Continental Federations.
 - Manage relationships with the multi-sport organisations in the Pan American Region
 - Ensure management of top 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.
 - Manage reporting of financial performance.
 - Report to the FIH on the use of funds against the FIH – PAHF MOU

- 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 staff 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.

Personal Requirements

- Fluency in English and Spanish is required, both written and verbal
- Proven qualifications and experience in management including project management, commercial development, strategic planning and sports administration
- 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

The Applicant

Qualifications & Experience

- Tertiary qualifications, preferably in management.
- Leadership and management experience, particularly with staff.

- Experienced in managing strategic planning and corporate governance.
- 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
- Open communicator with the ability to challenge conventional thinking
- Capable of setting high standards of professionalism
- Strong business acumen including financial management
- High level of honesty and integrity
- Team leader
- Good understanding and appreciation of the world of international Olympic sport