



Executive Director

Position Overview

The Executive Director (ED) serves as the chief administrative and operational leader of the organization and is responsible for ensuring the program operates in full compliance with all applicable state charitable gaming laws and regulations, nonprofit requirements, and organizational bylaws.

This role provides leadership across hockey operations, charitable gaming oversight, financial accountability, and community relationships, while advancing the organization's Christian mission and supporting a volunteer-driven structure.

The Executive Director works closely with the Board of Directors, gaming managers, hockey directors, volunteers, coaches, families, and regulatory agencies to ensure the organization operates with integrity, transparency, and accountability.

Mission & Values Alignment

The Executive Director is expected to:

- Lead with Christian values and servant leadership
- Promote an environment that emphasizes character, sportsmanship, faith, and personal growth
- Ensure all organizational activities align with the mission, bylaws, and charitable purpose of the organization

Key Responsibilities

Organizational Leadership & Administration

- Oversee day-to-day operations of the organization
- Implement policies and direction established by the Board of Directors
- Serve as the primary administrative and operational contact for the program
- Support a volunteer-heavy structure by providing coordination, oversight, and continuity



- Maintain accurate records, documentation, and internal controls

Charitable Gaming Compliance & Oversight

- Oversee all charitable gaming activities in strict compliance with state and local charitable gaming statutes, rules, and licensing requirements
- Ensure proper licensing, renewals, and approvals are obtained and maintained
- Ensure accurate and timely submission of all required gaming reports, tax filings, and regulatory documentation
- Establish and maintain internal controls related to gaming operations, including:
 - Separation of duties
 - Cash handling procedures
 - Inventory controls
 - Recordkeeping and audit readiness
- Coordinate required training for gaming staff and volunteers
- Ensure gaming proceeds are used solely for charitable purposes consistent with organizational mission and state requirements

Financial Oversight & Accountability

- Assist the Board and Treasurer with budgeting, forecasting, and financial planning
- Monitor revenues and expenses related to both hockey operations and charitable gaming
- Ensure proper allocation and documentation of charitable gaming proceeds
- Support financial audits, reviews, and regulatory examinations
- Ensure compliance with nonprofit financial reporting requirements

Hockey Program Operations



- Support registration, scheduling, tryouts, and league coordination
- Promote fairness, transparency, and integrity in player placement and program decisions
- Assist with tournaments, camps, showcases, and special events
- Work collaboratively with hockey leadership, coaches, and evaluators

Community, Church & Partner Relations

- Maintain strong relationships with rinks, parks departments, sponsors, churches, and community partners
- Represent the organization professionally within both the hockey and faith communities
- Support fundraising and sponsorship initiatives in compliance with nonprofit and gaming regulations

Volunteer & Staff Support

- Recruit, train, and support volunteers involved in hockey operations and charitable gaming
- Provide structure and guidance while respecting the volunteer-led nature of the organization

Desired Qualifications

- Strong alignment with the Christian mission and values of the organization
- Demonstrated experience with nonprofit leadership, youth sports, or volunteer-driven organizations
- Experience with charitable gaming, regulated operations, or compliance-based environments strongly preferred
- Strong organizational, communication, and documentation skills
- Ability to work evenings and weekends as required by hockey and gaming operations

