



## WISCONSIN AMATEUR HOCKEY ASSOCIATION EXECUTIVE DIRECTOR SEARCH

### WAHA Mission:

To guide, grow and support ice hockey participants of all ages and abilities in a safe, fun, equitable and inclusive environment.

### Executive Director Job Announcement:

The Wisconsin Amateur Hockey Association (WAHA) is seeking a passionate and experienced individual to fill the new role of WAHA Executive Director. The ideal candidate for this position will have a strong background in hockey, excellent leadership skills, and a desire to grow and develop ice hockey in the State of Wisconsin. The ideal candidate should have a strategic and growth mindset and should be able to show evidence of being a builder of hockey. The Executive Director will report to the President of WAHA.

For application information:  
[www.wahahockey.com](http://www.wahahockey.com)



## Executive Director Position Description

In support of the Wisconsin Amateur Hockey Association's mission, core values and association-based model, the Executive Director shall devote full time to the day to day operations of WAHA. In collaboration with the committees, volunteers and partners, and subject to the general counsel of the WAHA Board of Directors, the Executive Director shall attend all meetings of the Board of Directors and shall serve as the Chief Executive Officer for the Association. The Executive Director shall advise and assist the officers and Board members, arrange for Board meetings, and perform all duties as assigned by the Board of Directors and the bylaws of the Association. The Executive Director will act as the ambassador and promoter of WAHA. This is a salaried, exempt position. The Director's role will require duties performed from a home-based office (with highly reliable internet access), as well as attending in-state and out-of state overnight, daytime and evening meetings and events.

## Executive Director Key Responsibilities

- Serve as the chief executive officer of WAHA and is appointed by the Board of Directors.
- Be the first point of contact for WAHA with the member associations.
- Coordinate contact with USA Hockey, USA Hockey affiliates, Wisconsin High School Hockey Coaches Association, and other external organizations, as needed.
- Oversee the management of WAHA programs: Team Wisconsin, Kohlman Cup, WEHL, Boys & Girls Development Programs, etc.
- Implement and maintain processes for WAHA grassroots player development, coach training, and referee training.
- Work to ensure fiscal responsibility and the sustainability of the organization.
- Facilitate communication with and between all levels of the organization, including but not limited to coaches, players, parents and volunteers.
- Collaborate with local hockey associations, regional directors and USA Hockey to promote and grow hockey across Wisconsin.
- Identify potential sponsors and secure partnerships to support WAHA and its initiatives.
- Monitor and evaluate the effectiveness of programs and initiatives, recommending adjustments and improvements as needed.
- Plan and oversee the WAHA Annual Meeting and work in conjunction with the Workshop Committee to ensure a successful Association Officers Conference.
- Responsible for oversight, coordination and communication of player and coach discipline process.
- Advise the Board of Directors of all upcoming meetings and make any necessary lodging and travel arrangements.
- Oversee budget preparation, allocation and payment of expenses while working with an accounting firm.
- Manage the process of updating, producing and distributing the annual guidebook.
- Assist with WAHA Committees when needed.
- Coordinate the election of directors in each region.
- Serve as a non-voting member of the Board of Directors.
- Work with the president to create the WAHA meeting agendas.
- Compile and distribute minutes of all WAHA meetings.
- Verify that a quorum is present at any WAHA meeting.
- Perform other such duties that may be assigned to them by the President of WAHA.



## Executive Director Qualifications

The successful candidate will possess a passion for hockey and a commitment to promoting and growing the sport in Wisconsin. They will also demonstrate exceptional organizational and problem-solving skills, as well as the ability to adapt to changing situations and priorities. In addition, WAHA seeks a candidate with the following qualifications:

- Bachelor's Degree in Sports Management, Business Administration or related field.
- Significant experience in a leadership role in the sport of hockey is preferred.
- Extensive knowledge of the rules and regulations of USA Hockey and WAHA rules and regulations.
- Strong communication and interpersonal skills.
- Ability to work collaboratively with a diverse group of individuals.
- Proficient in relevant technology.
- Ability to enhance the organization through the use of technology.
- Availability to work evenings and weekends as needed for events and meetings.
- Valid driver's license and reliable transportation.

## Compensation and Benefits

Salaried, exempt full time position  
Salary Range: \$65,000 - \$85,000  
Benefits: Negotiable

## Application Instructions

Applicants should submit the following materials:

- **Cover Letter** outlining interest in the position and relevant experience.
- **Resume or CV** highlighting leadership and hockey-related experience.
- **Three Professional References** with contact information (email and phone numbers)
- **Brief Statement of Vision** for the growth and development of ice hockey within Wisconsin

**Application deadline:** November 30, 2025

**Anticipated Start Date:** February 15 - March 1, 2026

**Submit applications to:** [WAHA.ExecDir.Search@gmail.com](mailto:WAHA.ExecDir.Search@gmail.com)

**Subject line:** Executive Director Application - Attention Search Committee

Questions should be directed to: Fran Finco, [ffincoona@gmail.com](mailto:ffincoona@gmail.com) or 608-780-6101

## About WAHA:

The Wisconsin Amateur Hockey Association is one of 34 affiliates of USA Hockey and is the governing body of youth, girls and amateur hockey in Wisconsin. Since 1960, WAHA has provided services to local hockey associations to help them develop players and grow hockey in Wisconsin. WAHA is a member of the Central District, one of 12 Districts in USA Hockey.



## WAHA Core Values

**Growth:** We believe it is our responsibility to grow the game of hockey.

**Respect:** We believe that the game of hockey needs to be respected for its tradition and that one of WAHA's roles is to monitor the game to maintain that respect.

**Administration:** We believe it is our responsibility to ensure the USA Hockey/WAHA rules are enforced. WAHA is also the governing body over state associations, their boundaries, and bylaws.

**Fiscal Responsibility:** We believe that through proper administration and fiscal management, WAHA can keep hockey affordable for players at the grassroots and elite levels.

**Training:** We believe that proper training for players, coaches and officials is imperative.

**Education:** We believe that it is important for parents/spectators, players, coaches and officials to understand and to demonstrate their respective codes of conduct.

**Fair and Equitable Opportunities:** We believe that all players, regardless of age, gender, and skill level, should have a fair and equitable opportunity to play and enjoy the game of hockey.

**Communication:** We believe that communication with and among stakeholders is a primary role of WAHA.

**Fun:** We believe that for players to enjoy the game of hockey, build lifelong friendships, and create long-lasting memories, they have to have fun while participating in the game.

**Safety:** We believe that to have a safe experience, players need to have appropriate equipment, be coached and supervised by trusted adults who have passed strict background screenings, and be trained in an environment that helps them learn the game, improve their skills, and build character.

## WAHA Structure - Regions

Wisconsin is divided into six regions. All regions are overseen by region directors who are elected by the local hockey association members from their respective regions. The region directors are responsible for organizing, supervising and enforcing WAHA rules and regulations, including tournaments. The region directors make up the voting members of the WAHA Board of Directors and oversee amateur hockey in Wisconsin.

## WAHA Structure - Local Associations

WAHA is composed of 78 community-based Tier II associations. The Tier II associations are responsible for registering players and organizing, supervising and enforcing WAHA rules and regulations. The local associations are run by volunteer boards, are boundary-specific, and organize hockey programs for players who live within their boundaries.

WAHA also oversees four Tier I programs: three that are full-season programs and one that is a before-and-after season program.

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