**Spokane Hoopfest is seeking to fill its executive director position**

**November 2021**

**Job Description**

Spokane Hoopfest Association (SHA) is seeking an Executive Director to oversee all operations of the organization. As described in the links below, this includes Spokane AAU, Ignite Basketball Association, The Fitz Clinic, The Fitz Tournament, Eastern Washington Elite, Hooptown USA and Hoopfest - the world’s largest 3on3 basketball tournament, Hoopfest. The position reports to and acts at the direction of a dedicated Board of Directors.  We are seeking a dynamic, self-directed leader with entrepreneurial spirit to effectively manage the organization.

The ED will lead a staff of 7 and organize and coordinate the efforts of some 3,000 volunteers for our annual Hoopfest basketball tournament, as well as various other sports-related events and programs.

The Executive Director is also responsible maintaining relationships with Board Members, Operating Committee, City of Spokane, downtown businesses, and the community.  The Executive Director oversees budgets, technology, marketing, sponsorships and planning, in short is responsible for every aspect of a diverse and energetic organization.  The ideal candidate will have a college degree with a proven track record in program management, leadership abilities and a passion for athletics, fitness, and youth programs. A knowledge of basketball is a necessity.

Pay will be commensurate with experience and includes a competitive benefits package.

# About Spokane Hoopfest Association

Hoopfest began in 1990 with 512 teams, 2,009 players and 35 courts.  In 2022 Hoopfest expects to return to pre-Covid levels of participation hosting approximately 6,000 teams, 24,000 players and over 400 playing courts each year with an approximate $50 million impact on the Spokane economy.  In addition, Hoopfest has donated over $2.5 million to local charities since 1990 including building and renovating 28 community courts.  Hoopfest 2022 is scheduled for June 25 &26 and registration opens early March.

Spokane Hoopfest Association is a Washington nonprofit corporation and tax-exempt organization under section 501(c) 3 of the Internal Revenue Code. Spokane Hoopfest Association’s mission is “to inspire, connect, and grow basketball in the greater Spokane community by offering the best and most inclusive basketball experiences on earth”. The following links to the Hoopfest website provide information about the organization and its events and programs:

* [Spokane Hoopfest Basketball Tournament](https://www.spokanehoopfest.net/)
* [Spokane AAU youth basketball League & Tournaments](https://www.spokanehoopfest.net/spokaneaau/)
* [Ignite Basketball League](https://www.spokanehoopfest.net/iba/)
* [The Fitz High School Tournament](https://www.spokanehoopfest.net/fitztournament/)
* [Eastern Washington Elite - youth travel teams](https://www.spokanehoopfest.net/ewetryout/)
* [Hooptown USA initiative](https://hooptownusa.com/pages/shop)
* [Hooptown Hall of Fame](https://hooptownusa.com/pages/hall-of-fame)
* [Hooptown Adult Rec Leagues](https://hooptownusa.com/pages/outdoor-league)

# Application directions and requirements

# Applications only accepted via email: edsearchhoopfest@gmail.com

In the body of the email provide the following information

1. Provide basic information
   1. Name
   2. Name of employer which provided experience most pertinent to this job
   3. Position with that employer
   4. Years of employment
   5. Email address
   6. Mobile phone number
   7. Home address
2. Education: Degree received, Year, College
3. Brief statement of job skills
   1. Describe your relationship to athletics (i.e., are you a coach, player, or spectator)
   2. Describe your level of knowledge of basketball
   3. Describe how your current (or last employer, if you are not employed) would rate you in the following areas and why
      1. Leadership skills
      2. Organizational abilities
   4. Describe what appeals to you about this job
   5. Tell us what other accomplishments make you a strong candidate
4. Attach resume with employment history and any other information you believe is pertinent

# Selection timeline

Application submission deadline November 30

Semi-finalists notified December 6

Unsuccessful applicants notified December 6

New executive director selected TBD – between December 19 – January 31