



OHIO HIGH SCHOOL ATHLETIC ASSOCIATION
POSITION OPENING: Chief Operating Officer

Application Deadline: September 11, 2020

POSITION OVERVIEW

The Chief Operating Officer (COO) is a key leadership role within the Association responsible for oversight of day-to-day operations, strategic planning and policy making, and for maintaining organizational effectiveness. The COO collaborates with the Executive Director and the Board to refine and implement the strategic plan while ensuring that the budget, staff, and priorities are aligned with Association's core mission. The COO also takes over the Executive Director's duties in their absence.

KEY PRIORITIES

The Chief Operating Officer will provide executive-level leadership and manage the operational functions of the Association including finance and accounting, communications, external affairs, facilities (maintenance, grounds, custodial), printing, purchasing, risk management, contract management, human resources, security and information technology. Key areas of focus for the new COO will be to further the priorities in the recently adopted strategic plan; oversee the financial status of the Association and set financial priorities that ensure the Association is operating in a manner that supports the needs of programs and staff; instill a human capital development and "coaching" culture within the OHSAA; implement best practices in human resource functions; negotiate, maintain and ensure compliance with Association contracts; develop risk management strategies; manage the Association's insurance policies and annual renewal process with an eye toward ensuring the Association has adequate coverages for its risks and is obtaining competitive rates; analyze the current facility, print shop and technology structures and make recommendations that support the services of the Association; execute comprehensive marketing, branding and development strategies that will ensure consistency throughout the organization and districts; and identify opportunities to maximize corporate partnerships and enhance revenue from sponsors.

OHSAA OVERVIEW

Formed in 1907, the Ohio High School Athletic Association is a not-for-profit association of public and private high schools and 7th-8th grade schools. Approximately 816 high schools and nearly 760 7th-8th grade schools belong to the OHSAA, which represents over 350,000 students competing in 26 sanctioned sports (13 for boys and 13 for girls). Schools voluntarily become members of the OHSAA. The Association renders decisions on student eligibility, organizes state and regional tournaments with nearly 1.2 million fans in attendance, and manages the licensing of over 15,000 officials. The OHSAA currently collects no membership dues and receives no tax money. The Association operates a \$19 million budget with the primary source of financial support coming from tournament gate receipts.

The OHSAA's mission statement is "To serve our member schools and enrich interscholastic opportunities for students." Its motto of "Respect the Game" places an emphasis on good sportsmanship, ethics, and integrity when it comes to how schools, coaches, athletes, and parents conduct themselves when participating in the arena of high school athletics.

The Association employs a staff of approximately 25 full-time employees at its office in Columbus and dozens of tournament and temporary workers statewide. The OHSAA is organized into six geographic regions called athletic districts. Each nine-member District Athletic Board assists the OHSAA in

conducting sectional and district tournaments and employs a treasurer and secretary to handle administrative and financial responsibilities. The OHSAA Board of Directors is made up of nine (9) voting members representing the Districts and two (2) ex-officio members who meet monthly in Columbus.

Candidates are encouraged to review the OHSAA website (www.ohsaa.org) for more information.

PRIMARY RESPONSIBILITIES

The Chief Operating Officer serves OHSAA member schools through these responsibilities:

- **Leadership:** Serve as the internal leader of the organization; coordinate the annual operations plan and budget; lead the performance management process that measures and evaluates progress against goals for the Association; provide for all staff a strong day-to-day leadership presence; bridge headquarters and district operations; lead and manage the operational functions of the Association including finance and accounting, communications, external affairs, facilities (maintenance, grounds, custodial), printing, purchasing, risk management, contract management, human resources, security and information technology.
- **Operational Effectiveness:** Manage the day to day operations of the Columbus office; ensure quality administrative operation and internal control systems; responsible for the implementation, maintenance, and improvement of processes and procedures in the Headquarters and Districts that will support the achievement of financial goals of the Association; work in partnership with Association managers and District Boards to monitor, coach, and train all levels of employees to execute all Association programs and initiatives with an eye toward providing high-quality services within financial realities; use knowledge of business operations and procedures to identify inefficiencies and recommend improvements to the Executive Director (ED), Board of Directors and Districts.
- **Strategic Planning:** Embrace the ED and Board's strategies and work to make them real; Spearhead strategies to steer the Association's future in a positive direction; working in partnership with the Board and ED, further the priorities in the recently adopted strategic plan and implement new processes and approaches to achieve them.
- **Board:** Work closely with the Board of Directors; render reports as requested by the Board; work with the Controller to publish the audited financial report for the past fiscal year and monthly budget reports; present recommendations to the Board on contracts for approval, policies to be adopted, personnel actions; and serve on several Board committees.
- **Foundation:** Serve as liaison to the OHSAA Foundation.
- **Managing Staff:** Directly supervise several positions and responsible for hiring, performance management, discipline, coaching and the success of those team members; prepare timely and accurate performance reviews.
- **Authority:** Authorize payment of funds and sign checks, contracts, agreements and legal documents on behalf of the Association; assume duties in the absence of the Executive Director.

QUALIFICATIONS, SKILLS AND CHARACTERISTICS

Qualifications

- Bachelor's degree in Business Administration or business-related field required; MBA or similar master's degree preferred
- Requires a minimum of 10 years of progressively responsible experience in business and operations positions within multi-million-dollar organizations; broad-based experience in a number of areas preferred (i.e. accounting, purchasing, facilities, auxiliary services, communications, HR, IT, printing services, risk management, corporate partnerships, strategic planning, etc.)
- Requires at least five (5) years of experience in a senior management role responsible for leading a department or unit, managing a budget and supervising direct reports
- Proficient in using MS Office Suite (including Word, Excel and PowerPoint) required

Required Skills

- Must believe in the core values of the OHSAA and be driven by the mission.
- Get-it-done person who enjoys working hard and looks for challenges; able to act and react as necessary, even if limited information is available; not afraid to take charge of a situation; can overcome resistance to leadership and take unpopular stands when necessary.
- Business and financial acumen; deep understanding of business operations and people management; breadth of experience with full range of business functions and systems, including strategic development and planning, budgeting, finance, business analysis, information systems, human resources, risk management and communications.
- Responsibility for direct management of finances of organizational unit, division or region; ability to manage complex budgets successfully.
- Proven track record of leading organizational effectiveness efforts in a previous organization; experience in a multi-site organization a plus.
- Ability to collect information, analyze differing viewpoints and make decisions consistent with the mission, vision and strategic plan of the Association.
- Ability to both lead and build the capabilities of a driven, bright, diverse team; develop a top-notch workforce and the processes that ensure the organization runs smoothly.
- Ability to think strategically, anticipate future consequences and trends, and incorporate them into the organizational plan; ability to make business projections three (3) years into the future.
- Create strategic alignment and develop and maintain collaborative working relationships and build consensus among groups of diverse stakeholders.
- Demonstrate the highest level of ethical leadership and carry out duties with integrity.
- Must be able to successfully delegate responsibility and corresponding authority.
- Executive-level communication and influencing skills with the ability to resolve issues, build consensus among groups of diverse internal/external stakeholders, and have proven skill in negotiating and mediating conflict; ability to communicate effectively in writing and verbally using proper grammar and solid comprehension of English language.
- Ability to meet and exceed established deadlines and respond in timely manner.
- Ability to cooperate, collaborate and communicate with leadership, co-workers, board members, district boards, member schools, business partners, the public and others involved with our Association.
- Understanding of and compliance with Association policies and procedures, including safety procedures; ensure compliance with legal and governance requirements.

EMPLOYMENT BENEFITS

- Salary is negotiable and commensurate with education, experience, and abilities.
- Generous benefit package includes employer-sponsored medical/vision/dental insurance, contributions to retirement program, paid vacation, sick, personal and holiday leave and cell phone allowance.
- Other benefits as approved by the Board of Directors.

TIMELINE

- Complete application materials must be received via email by **September 11, 2020**, to be considered.
- Preferred starting date is no later than December 1.

APPLICATION PROCESS

Submit the following materials as one (1) PDF file to COO-job@ohsaa.org:

- Letter of interest
- Resume
- One-page (1) (maximum) description of the top three (3) reasons you should be selected including examples of your successful performance in areas critical to this position
- List of four (4) professional references with complete contact information

No contact other than application materials described above will be accepted.

Candidates are encouraged to visit the OHSAA website (www.ohsaa.org) for more information.

OHSAA is an affirmative action/equal opportunity employer. OHSAA provides equal employment opportunity to all individuals regardless of their race, age, religion, gender, sexual orientation, gender identity, ethnicity, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.