



OHIO HIGH SCHOOL ATHLETIC ASSOCIATION POSITION OPENING: EXECUTIVE DIRECTOR

Review of Applications to Begin: July 31, 2020

POSITION

The Executive Director is the chief executive officer and reports to the Board of Directors. The Executive Director serves as the leader and primary spokesperson for the Association, guides the Association to success in accordance with the recently adopted strategic plan, builds a strong staff, and fosters a collaborative relationship with the Board of Directors, member schools' administrators, professional organizations, legislators and all other constituents.

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 Executive Director serves OHSAA member schools through these responsibilities:

- Provide inspirational leadership and direction to all senior leaders, and ensure the continued development and management of a professional and efficient organization; establish effective decision-making processes that will enable the Association to achieve its long- and short-term goals and objectives.
- Successfully implement the recently adopted strategic plan; formulate annual objectives; prepare performance reports on achievement of goals and objectives of organization.

- Cultivate a strong and transparent working relationship with the Board and ensure open communication about the measurement of financial and programmatic performance against stated milestones and goals; seek and build Board involvement with strategic direction for both ongoing programs and new initiatives, as appropriate; prepare exhibits, materials and proposals for Board and Committees; ensure implementation of Board decisions.
- Develop and lead a culture of collaboration, service, and innovation.
- Lead, coach, and develop a high-performance senior management team.
- Provide organization linkage with other organizations including professional educational organizations and organizations for coaches and contest officials.
- Use external presence and relationships to garner new opportunities.
- Be an external local and national presence that promotes the value of interscholastic athletic competition and positive sporting behavior and communicates with member school administrators and coaches, contest officials, media, public, and legislators/elected officials.

QUALIFICATIONS, SKILLS AND CHARACTERISTICS

Qualifications

- Bachelor's degree required; advanced degree preferred
- Minimum 10 years of senior management experience involving leading teams and managing budgets required; prior leadership experience in a member-based non-profit organization a plus
- Knowledge of U.S. secondary education system required; prior experience working in or with the K-12 sector a plus; background in athletics a plus
- Successful team builder who has experience in creating and articulating a vision and moving an organization forward; ability to create a culture of collaboration, service, and innovation
- Strong ability to form positive professional relationships and foster collegial associations
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Proficient in using MS Office Suite (including Word, Excel and PowerPoint)
- Valid driver's license required; position requires regular in-state travel and occasional overnight and out of state travel

Required Skills

- Must believe in the core values of the OHSAA and be driven by the mission; demonstrate deep respect for the educational philosophy of school-sponsored sports and the positive contributions they make to students, schools and society.
- Possess the personal qualities of passion, idealism, integrity, positive attitude, mission-driven, and self-directed.
- Lead while serving; exceptional capacity for managing and leading people; a team builder who has experience in moving an organization forward; ability to connect staff both on an individual level and in large groups; capacity to enforce accountability, develop and empower top-notch leaders from the bottom up; lead from the top down; cultivate creativity and learn the strengths and weaknesses of the team so as to put people in a position to succeed.

- Think strategically, anticipate future consequences and trends, and incorporate them into the organizational plan.
- Demonstrate the highest level of ethical leadership and carry out duties with integrity.
- Collect information, analyze differing viewpoints and make decisions consistent with the mission, vision, and strategic plan of the Association.
- 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; strong, confident public speaking abilities.
- Meet and exceed established deadlines and respond in timely manner.
- Create strategic alignment and develop and maintain collaborative working relationships and build consensus among groups of diverse internal/external stakeholders including public officials.
- Understanding of and compliance with Association policies and procedures, including safety procedures; ensure compliance with legal and governance requirements.
- Understanding of governance principals related to non-profit management; familiarity with Association Constitution, Bylaws and Sport Regulations within 90 days.

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, vehicle and cell phone allowance.
- Other benefits as approved by the Board of Directors.

TIMELINE

- Open until filled. Completed application materials received via email by **July 31, 2020**, will be given greatest consideration.
- Preferred starting date is mid-October 2020.

APPLICATION PROCESS

Submit the following materials as one PDF file to HR@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.

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.