

## **ANNOUNCEMENT OF JOB POSTING**

The Board of Directors for the Iowa High School Athletic Association is seeking applicants for the position of Executive Director. The Executive Director is the chief executive and operating officer of the IHSAA, developing and enforcing policies, procedures, and practices that maintain and improve the quality of the interscholastic athletic and activity programs and services for IHSAA member schools.

### **Job Description and Responsibilities for IHSAA Executive Director**

The Executive Director of the IHSAA is the Chief Executive Officer of the Iowa High School Athletic Association and is hired by and reports to the IHSAA Board of Control.

The Executive Director of the IHSAA sees that the policies of the IHSAA Board are carried out. The Executive Director oversees the operations of the IHSAA, IHSAA finances, promotions, public relations, member school relations, and the care and maintenance of the IHSAA's physical facilities.

The Executive Director:

- Ensures the mission of the IHSAA is reviewed and promoted among administrative and support staff, member schools, the Board of Control and the Representative Council.
- Coordinates and communicates the implementation of any Board approved long-range plans for the IHSAA.
- Communicates with the Board of Control and Representative Council regarding the state of the IHSAA and provides the Board with periodic evaluations of the IHSAA's progress in achieving its mission.
- Oversees implementation of Board of Control policies, Iowa Code and Department of Education regulations.
- Collaborates with the Iowa Department of Education and Iowa legislature.
- Presents timely and appropriate recommendations to the Board of Control.
- Represents the IHSAA at important events, programs and/or initiatives sponsored by the IHSAA.
- Represents the IHSAA to the NFHS, nationally and regionally.
- Collaborates with other activity associations at the state, regional and national level.
- Effectively and professionally communicates and shares appropriate information with IHSAA Administration, IHSAA Staff, Board of Control, Representative Council, member schools, media, sponsors and other constituents of the IHSAA.
- Hires, supervises, evaluates and dismisses any and all members of the IHSAA Administrative and support staff.
- Delegates appropriate responsibility to administrators and staff members.
- Participates in professional growth and development.
- Provides and encourages professional growth and development opportunities for administrators and staff.

- Seeks to enlist the interest and support from member schools, sponsors and other interested parties.
- Manages legal matters affecting the IHSAA and retains counsel to represent IHSAA when necessary.
- Oversees all financial aspects of the IHSAA.
- Presents the annual operations budget to the Board of Control for approval and monitors its implementation.

**Required Skills and Qualifications:**

1. Strong relationship skills.
2. Strong leadership, planning, and decision-making skills.
3. Understanding of finances, investments, and budgeting procedures.
4. Credibility with administrators, officials, coaches, and other constituents.
5. Knowledge of the NFHS and its services.
6. Strong communication skills, both verbal and written.
7. Ability to cultivate a positive office environment.
8. Ability to lead, train and develop Association staff.
9. Proven ability to manage complex policy and legal challenges.

**Minimum Requirements:**

1. Masters, Educational Specialist or Doctorate Degree in Education or related field from an accredited college or university.
2. 5 years of successful experience in a high school association, school administration or comparable field.
3. Evidence of effective use of technology and strong computer skills.
4. Experience in managing business operations.

**Salary:**

The IHSAA Board will offer the selected candidate a competitive salary based on the position, experience and qualifications including a competitive fringe benefit package.

**Application Process:**

1. In order to be considered for this position, your application materials must include and be presented in the following order (*please do not staple, bind, or fold your application materials; please send everything on letter size paper and printed on one side only*):
  - a. Letter of application
  - b. Resume
  - c. Completed application form (including signatures)
  - d. Written response to the three narrative questions (Part H)

- e. A maximum of four recent letters of recommendation regarding your professional work (preferably at least two from your current employer)
  - f. Photocopy of college/university transcripts
  - g. Executed Authorization of Release of Information
- 2.** Applicants, and/or their designees, are asked not to contact members of the Board of Control regarding the search process.
- 3.** Hiring Timeline (subject to change):
- |                    |   |
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| October 9          | Advertising and Posting of Position                                 |
| November 30        | Application Deadline; all application materials should be submitted |
| December & January | Screening of Candidates   |
| March 4-8          | Interviews of Finalists/Offer Contract                              |
| March              | Approve Contract of New Executive Director at Board Meeting         |
| July 1, 2019       | Anticipated Start Date (negotiable)                                 |
- 4.** All application materials should be returned to:
- Alan Beste, Executive Director  
Iowa High School Athletic Association  
PO Box 10  
Boone, IA 50036-0010  
Telephone 515-432-2011  
Email [abeste@iahsaa.org](mailto:abeste@iahsaa.org)

**PLEASE NOTE: THE IHSAA DOES NOT DISCRIMINATE BASED ON GENDER, GENDER IDENTITY, RACE, NATIONAL ORIGIN, RELIGION, CREED, AGE, MARITAL STATUS, SEXUAL ORIENTATION, OR DISABILITY.**