



Announcement of Position Available

AIA Executive Director

The Arizona Interscholastic Association, Inc., (AIA) Executive Board hereby posts the position of Executive Director. This position serves as Chief Executive Officer of the AIA, a not-for-profit 501(c)3 private corporation. The AIA serves 265 public and private member high schools in the state of Arizona.

QUALIFICATIONS

Required – per AIA Bylaw 7.2

7.2 AIA EXECUTIVE DIRECTOR – The AIA Executive Director will serve at the pleasure of the AIA Executive Board in accordance with the terms of his/her employment contract.

- 7.2.1 The AIA Executive Director shall have the following minimum qualifications:
 - 7.2.1.1 An Arizona Secondary Administration Certificate.
 - 7.2.1.2 Must have at least three years administrative experience at a minimum level of an assistant principal in a secondary school or administrative experience on the state level.
 - 7.2.1.3 Additional desirable experience for an AIA Executive Director includes responsibility for a school's interscholastic program, coaching and/or officiating experience.
- 7.2.2 The AIA Executive Director shall employ AIA office personnel, with the approval of the AIA Executive Board, and administer said office personnel.
- 7.2.3 Duties of the AIA Executive Director, as agent of the AIA Executive Board, shall be to:
 - 7.2.3.1 Take action on matters when requested by responsible school officials.
 - 7.2.3.2 Attend to the official duties pertaining to the AIA.
 - 7.2.3.3 Prepare and publish an annual financial report following the audit of AIA financial accounts by an independent certified public accountant.
 - 7.2.3.4 Maintain and be in charge of all AIA records.
 - 7.2.3.5 Prepare agendas for AIA Executive Board and AIA Legislative Council meetings.
 - 7.2.3.6 Serve as an ex-officio member of the AIA Executive Board, AIA Legislative Council and all committees appointed by the AIA Executive Board.
 - 7.2.3.7 Render a ruling or state a policy, when such is requested by a responsible school official, without waiting for an AIA Executive Board meeting. Should the responsible school official not concur with the judgement of the AIA Executive Director, he/she may appeal the judgement to the AIA Executive Board.
 - 7.2.3.7.1 The AIA Executive Director may require a school administrator or his/her designee to submit any request for a ruling or interpretation of the AIA Constitution and Bylaws in written form.

QUALIFICATIONS (continued)

Preferred:

- 1) Master's Degree from accredited educational institution, with major course work in administration, educational administration/leadership, sports management, recreation, or other related field.
- 2) Doctorate Degree in Educational Leadership/Sports Management (or related field).

KNOWLEDGE, SKILLS and ABILITIES

Demonstrated ability to select, train, motivate, and evaluate staff. Demonstrated leadership ability. Demonstrated ability to effectively communicate orally and in writing. Working knowledge of secondary school athletic program management. Demonstrated knowledge of group dynamics and systemic operations. Possess advance problem-solving skills. Demonstrated analytical, organizational, and managerial skills. Possess an ability to foster collaborative efforts with other public and private organizations, state agencies and legislative bodies. Demonstrated ability to handle sensitive and confidential personnel matters. Demonstrated ability to plan and present information to the public and the Executive Board. History of effective public relations skill as it relates to the membership, public, and the media. Demonstrated fiscal experience and understanding, including management and oversight of annual operating budget. Understanding and appreciation of cultivating and nurturing fiscal and promotional partnerships with sponsors, donors, patrons, and other stakeholders. Demonstrated ability to use technology and related applications. Comprehension of the vital and instrumental value of the digital platform which serve as tools, databases, media outlets, and goodwill ambassadors for the membership and public alike.

REPORTS TO: AIA Executive Board

SUPERVISES: All administrative, professional/technical and support staff, and leadership team within the Arizona Interscholastic Association, Inc.

RESPONSIBILITIES

- 1) Those duties set out in AIA Bylaw 7.2 (see above).
- 2) Coordinate and direct the hiring of, recommend compensation for Executive Board approval for, evaluation of, and termination of AIA staff.
- 3) Obtain and retain all necessary legal counsel.
- 4) Obtain and retain certified audit services.
- 5) Provide for the overall effective management services for the AIA.
- 6) Provide for the administration of program, policies, procedures, and business affairs of the AIA.
- 7) Provide for the continuity for the Association from one elected Executive Board to the next.
- 8) Demonstrate well-versed knowledge of the AIA Bylaws.
- 9) Carry out and represent the actions and policies of the Executive Board, the AIA Bylaws concerning the membership, the public, the communities, members of state agencies and the law making bodies.

- 10) Represent the AIA and Executive Board in all matters related to the National Federation of State High School Associations (NFHS).
- 11) Maintain a visible presence at AIA events.
- 12) Keep the Executive Board fully informed on the conditions and operations of the Association on the all-important factors influencing them.
- 13) Direct and coordinate all approved programs, projects and major activities of the Association.
- 14) Plan, coordinate, formulate and recommend for approval by the Legislative Council Bylaws which will further the objectives and mission of the Association.
- 15) Establish and maintain a sound organizational structure for the Association.
- 16) Recruit, train, motivate and provide for the evaluation of all Association personnel.
- 17) Provide for the necessary facilities, liaison, and staff support for the Executive Board, Hardship Appeals Committees, Legislative Council, and all other AIA affiliated committees.
- 18) Direct the operation, maintenance and security of the headquarter facilities, property and capital equipment.
- 19) Direct the operation and management of all internal and external functions.
- 20) Direct production and management of official publications, newsletters, and news releases of the Association.
- 21) Coordinate the meetings of the Executive Board, Hardship Appeals Committees, and Legislative Council.
- 22) Direct the development and advancement of the Association's digital platform and presence as it relates to the membership, communities, partnerships, and the media.
- 23) Direct the development and advancement of key marketing initiatives and opportunities to further promote and enhance the Association's brand and partnerships.
- 24) Understanding of digital outreach and production efforts.
- 25) Knowledge of and proficiency in social media and Microsoft Office products.
- 26) Collaborate with the Arizona Interscholastic Athletic Administrators Association (AIAAA).

Salary and Benefits: Salary is commensurate with experience, education, and aligned with comparable state association Executive Directors and 501(c) 3 leadership. The AIA offers full benefits including group health, dental, life insurance. The AIA is a participant in the Arizona State Retirement System. Vacation and Sick Leave. The AIA operational offices are located in Phoenix, Arizona.

How to Apply: Cover letter, resume, and 3-6 letters of recommendation submitted to AIA Executive Board. Send application packet to:

Arizona Interscholastic Association, ATTN: Denise Doser, Director of Finance and Human Resources, 7007 N 18th Street, Phoenix, AZ 85020. Packet may be emailed to: ddoser@aiaonline.org

Applicants must sign waiver allowing background check.

Timeline:

Posting: December 7, 2016 through February 10, 2017 – 4:00 pm

Interviews: Wednesday, March 1, 2017

Four finalists meet with Legislative Council: Friday, March 3, 2017

Final selection: Monday, March 20, 2017

Announce new Executive Director to Membership: Wednesday, March 22, 2017

Start date: July 1, 2017