

Announcement of Vacancy

Alabama High School Athletic Association Executive Director

The Central Board of Control of the Alabama High School Athletic Association (AHSAA) is seeking applicants for the position of Executive Director.

The Executive Director is the chief operating officer of the AHSAA and is responsible for providing strong leadership in developing and enforcing policies, procedures, and practices that maintain and improve the quality of interscholastic athletic programs and services for the AHSAA member schools.

Responsibilities

- Oversee the day-to-day operations of the AHSAA.
- Represent the AHSAA at state tournaments and other AHSAA sponsored activities.
- Provide leadership for the general administration and promotion of the education based athletics.
- Serve as the Chief Administrative Officer to the AHSAA Board of Control.
- Be the final decision-maker for all issues affecting the AHSAA including eligibility, bylaws, rules, and policies as identified in the Constitution and Bylaws of the AHSAA.
- Serve as the liaison to the ALSDE, SSA, CLAS, NFHS, State Legislature and other related organizations.
- Oversee the budget and related financial affairs of the AHSAA.
- Develop and maintain an effective system of communicating the mission of the AHSAA to stakeholders and others.
- Negotiate contracts on behalf of the AHSAA.
- Work directly with the AHSAA Legal Counsel and the Legislative Liaison(s).
- Develop and maintain quality corporate partnerships.
- Represent the AHSAA in all legal, legislative, and member school matters.
- Possess documented administrative and management skills.
- Respond to all media requests on behalf of the AHSAA.

Required Skills and Qualifications

- Strong relationship, verbal, and written communication skills.
- Strong leadership, planning and decision-making skills.
- Vision for the future of the AHSAA.
- Knowledge about the operation of the AHSAA.
- Credibility with school administrators, athletic directors, coaches, and other constituent groups.
- Experience in an educational administrative leadership position.
- Ability to cultivate a positive office environment.
- Ability to provide leadership for the Board of Control, assistant directors and other staff.
- Proven ability to manage complex policy, legislative and legal challenges.
- Ability to work effectively with and for a 15-member Board of Control.

- Ability to work with a 32-member Legislative Council.
- Evidence of understanding of the value of strong advocacy for the value of education-based activities for schools and school communities.
- Demonstrated ability to use technology and related applications.
- Proven ability to effectively represent the AHSAA at state and national levels.

Minimum Requirements

- Master's or Specialist Degree in Educational Administration or a related field from an accredited college or university.
- Minimum of 5 years' experience in school administration or equivalent, as well as a demonstrated background in school athletic activities.
- Evidence of effective use of technology platforms.
- Experience in managing business and financial operations.

Essential Requirements

- Knowledge of the organizational dynamics of the AHSAA and an awareness of the issues facing the AHSAA.
- Demonstrated ability to work effectively with school and administrative personnel, peers, parents, community members and others.
- Ability to work as a leader and team member and establish and maintain effective working relationships.
- Skill in managing multiple tasks and time-sensitive deadlines.
- Ability to resolve conflicts and communicate effectively, both orally and in writing.
- Demonstrated leadership positions at the state or national level.
- Skill in managing multiple tasks and to think innovatively with a futuristic approach.

Application Process

The AHSAA is firmly committed to a fair and transparent hiring process and to comply with all federal, state, and local laws that prohibit employment discrimination on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, gender expression, age, genetic information, disability, or protected veteran status.

Applications must be submitted electronically to resume@ahsaa.com no later than **5:00 pm on May 15, 2024** and must include the following:

- A one-page letter expressing an interest in the AHSAA position summarizing the candidate's leadership qualifications at the local, state or national level.
- A complete resume' profiling the candidate's education background, training and experience.
- Three (3) letters of recommendation specific to the position of Executive Director.

Finalists are those individuals selected for an interview, and the selected applicant will be subject to a background check.

The AHSAA reserves the right to reject any and all applications, to waive irregularities, modify requirements, and to request additional information from any applicant.

Salary and Benefits

The employment of the Executive Director position will be for an initial 36-month period by the AHSAA Board of Control. The position salary will be commensurate with professional qualifications and experience. A comprehensive benefits package is offered through the State Retirement System of Alabama. The Association is a private, nonprofit, voluntary association of high schools and was merged under a federal court order with the Alabama Interscholastic Athletic Association (AIAA) in 1968.

Inquiries regarding the Executive Director Position must be emailed directly to current AHSAA Board Member, Luke Hallmark, at aphsct@gmail.com