



## MISSISSIPPI HIGH SCHOOL ACTIVITIES ASSOCIATION INC.

### POSITION ANNOUNCEMENT: EXECUTIVE DIRECTOR

#### POSITION

The Executive Director is the Chief Executive Officer and reports to a 15-member Executive Committee. The Executive Director serves as a leader and primary spokesman for the Mississippi High School Activities Association, guides the Association to success in accordance with the adopted strategic plan, builds a strong staff, and fosters a collaborative relationship with the Executive Committee, MHSAA member school administrators and superintendents, professional organizations, legislators and all other constituents.

#### MHSAA OVERVIEW

The Mississippi High School Activities Association exists and is operating as a nonprofit corporation, having been incorporated under the nonprofit corporation laws of the State of Mississippi in 1956. Approximately 246 high schools and 291 middle schools (grades 7<sup>th</sup>-8<sup>th</sup>) belong to the MHSAA, which represents over 335,000 students competing in 25 sanctioned sports (13 for boys and 12 for girls), 3 sports activities, as well as, band, choral, cheer, dance, and speech and debate. The Association renders decisions on student eligibility, organizes all playoffs and state championships, as well as manages the licensing of over 3,300 officials. The MHSAA currently collects no membership dues and receives no tax money. The Association operates a \$4.5 million budget with the primary source of financial support coming from state championship gate receipts and sponsorships.

The MHSAA's mission statement is "To serve its member schools by providing leadership and coordination of interscholastic activities which will enhance the educational experiences of secondary students and reduce risks of their participation. The MHSAA will promote participation and sportsmanship to develop good citizens through interscholastic activities which provide equitable opportunities, positive recognition and learning experiences to students while maximizing the achievement of educational goals."

The Association employs a staff of 13 full-time employees at its office in Clinton, Mississippi and dozens of championship and temporary workers statewide. The MHSAA is organized into eight geographic regions called Activity Districts. Each Activity District shall have a District Executive Committee composed of a president, vice-president, secretary-treasurer and five committeemen. The District Secretary handles administrative and financial duties in consultation with the Executive Director.

A 15-member Executive Committee serves as the Board of Directors of the MHSAA. The Executive Committee shall consist of fourteen members and a President. One member will be elected from each of the Activity Districts, and four members will rotate between districts 1 and 2, districts 3 and 4, districts 5 and 6, and districts 7 and 8.

Candidates are encouraged to review the MHSAA website ([www.misshsaa.com](http://www.misshsaa.com)) for more information about the Association.



## PRIMARY RESPONSIBILITIES

The Executive Director serves MHSAA member schools through these responsibilities:

- Provides **leadership and direction** to all member schools and staff, and ensures the continued development and management of a professional and efficient organization.
- Establishes effective **decision-making** processes that will enable the Association to achieve its long- and short-term goals and objectives using the strategic plan as a guideline.
- Cultivates a strong and **transparent working relationship** with the Executive Committee and ensures **open communication** about finances and the direction of programs and initiatives.
- Demonstrates an ability to defend and **uphold policy decisions** and MHSAA rules and regulations in a professional manner.
- Works well with the business community and develops **corporate partnerships**.

## QUALIFICATIONS AND SKILLS

### Qualifications

- Master's degree required with emphasis on education; advanced degree preferred.
- Minimum of 10 years of secondary level school administration experience with proven ability to manage athletics and activities.
- Outstanding oral and written communication skills with demonstrated writing and speaking ability.
- Well-developed human relations and interpersonal skills.
- Successful team builder who has experience in creating and articulating a vision and moving an organization forward.
- Preference is given to a candidate that has served on the MHSAA Executive Committee or MHSAA Legislative Council one full term.

### Required Skills

- Proficient in using Microsoft Office Suite (including Word, Excel and PowerPoint), Zoom Conferencing and working in a Macintosh computer- based environment.
- Must believe in the core values of the MHSAA and be driven by the mission.
- Possess the personal qualities of passion, integrity, positive attitude, and be self-directed.
- Capacity to enforce accountability.
- Think strategically and anticipate future consequences and trends.
- Successfully delegate responsibility and corresponding authority.
- Meet and exceed established deadlines and respond in timely manner.
- Create strategic alignment, develop, and maintain collaborative working relationships while building consensus among groups of diverse stakeholders.
- Experience in budget development and financial management.
- Familiarity with MHSAA Handbook and Sports Information Manual.



## EMPLOYMENT BENEFITS

- Salary is negotiable and commensurate with education, experience, and abilities.
- Benefit package includes contributions to a 401K retirement program, paid vacation, sick, and personal leave.
- Other benefits as approved by the Executive Committee.

**Note: MHSAA employees do not participate in the Mississippi Public Employees Retirement System.**

## TIMELINE

<b>August 3, 2020</b>	<b>Position Announcement</b> <ul style="list-style-type: none"><li>➤ <b>MHSAA website</b></li><li>➤ <b>Mississippi Association of Coaches website</b></li><li>➤ <b>Email member school principals, superintendents, athletic directors</b></li></ul> <b>Position will be announced for 14 days (August 3-August 17, 2020)</b>
<b>August 17, 2020</b>	<b>Deadline for Receipt of Applications – Monday, August 17, 2020 4:00 p.m.</b>
<b>August 19-20, 2020</b>	<b>Applications Screening Committee will screen applications</b>
<b>September 8-10, 2020</b>	<b>Interviews by Executive Committee</b>
<b>September 17, 2020</b>	<b>Announcement of Selection by Executive Committee</b>
<b>October 1, 2020 to December 31, 2020</b>	<b>Opportunity for current Executive Director to work with New Executive Director (Dates and Time to be Determined)</b>
<b>January 1, 2021</b>	<b>New Executive Director Assumes Position as Executive Director</b>

## APPLICATION PROCESS

Submit the following materials as one PDF file to Jim Keith, Adams and Reese, [jim.keith@arlaw.com](mailto:jim.keith@arlaw.com)

- 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, including email addresses, cell phone number and any other pertinent information.

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

*MHSAA is an affirmative action/equal opportunity employer. MHSAA does not discriminate on the basis of race, color, religion, gender, national origin, age, disability or veteran status in its educational programs, activities or employment practices.*