

# Wisconsin Interscholastic Athletic Association

## Executive Director

### Position Vacancy



The Wisconsin Interscholastic Athletic Association Board of Control seeks qualified candidates that embrace the purpose of the WIAA membership for the position of Executive Director following the retirement of Dave Anderson on July 30, 2021.

The Board invites applications through January 22, 2021.

#### SEARCH TIMELINE

**Post for the Executive Director**

Week of December 14, 2020

**Deadline for Applications**

January 22, 2021

**Review Applications**

Week of January 25, 2021

Board meeting January 27, 2021

**First Round of Interviews**

February 18, 2021

**Final Interviews**

March 5 or the week of March 8,

Board meeting March 5, 2021

**Announcement**

First week of April

**Introduction at the Annual Meeting**

April 22, 2021

#### KEY RESPONSIBILITIES

◆ **Leadership**

Leads development of a vision for the future of the Association; acts as an effective spokesperson for the Association; oversees the planning, coordinating and administering of all aspects of administrative programs.

◆ **Organizational Management**

Recommends appropriate policies, procedures, actions and budgets; assures efficient business practices; employs and supervises staff; plans objectives, programs and goals of the WIAA relative to supervision of the interscholastic athletic activities in member schools.

◆ **Communications**

Keeps members informed of Association events and activities; visits each region periodically; prepares Board of Control agenda and provides periodic status reports on all major activities affecting policies, image, public relations, marketing, operation and effectiveness of the WIAA.

◆ **Member Relations and Services**

Develops appropriate professional learning activities; creates timely publications; and provides guidance and assistance to WIAA members upon request; represents the WIAA within the National Federation of State High School Associations membership and other professional functions.

◆ **Inter-agency Relations**

Maintains liaisons with educational associations (including, but not limited to the Wisconsin Association of School Boards, Wisconsin Athletic Directors Association, Wisconsin Association of School District Administrators and Wisconsin Association of School Business Officials) and state agencies (including, not limited to, the Department of Public Instruction).

◆ **Government Relations**

Provides leadership in generating WIAA's position, response and platform on legislative inquiries and actions affecting the association; collaborates with other agencies and organizations in legislative efforts.

*The Wisconsin Interscholastic Athletic Association provides equal opportunity in education and employment and does not discriminate on the basis of race, religion, color, national origin, sex, age, marital status or handicap.*

## APPLICATION

**For full consideration, please submit the following materials by January 22, 2021.**

- ◆ A formal letter of application
- ◆ A resume that reflects the qualifications, skills, and experience for the position
- ◆ Three letters of recommendation and three additional references
- ◆ One Essay Question:  
A statement of expectations for the WIAA in the next decade

**Send all application materials electronically to:**

Eric Russell, superintendent at  
Baldwin-Woodville Area School  
District

erussell@wiaawi.org  
(715) 977-0210

## COMPENSATION

The Board will negotiate a contract with compensation commensurate with experience and competitive with comparable state association executive directors. The WIAA also provides health benefits, sick leave, vacation, transportation, employer contribution to retirement, and other benefits for the Executive Director. The WIAA does not participate in the Wisconsin Retirement System.

## QUALIFICATIONS

The Board of Control is seeking a recognized educational leader with the following qualities and qualifications:

- ◆ Possesses a vision for the future of the Association.
- ◆ Possesses Master's degree with emphasis in administration, minimum of six years experience in educational administration.
- ◆ Excellence in oral and written communication skills with the ability to listen and respond.
- ◆ Experience in policymaking, personnel administration, educational politics, not-for-profit organizational operations, insurance requirements; budget development and financial management; public relations matters; building strategic alliances with a wide variety of groups and organizations; and understanding of the legislative/political process.

## QUALITIES

- ◆ Commands a high work ethic and recognizes, respects, and utilizes the individual talents of others.
- ◆ Fosters interpersonal relationships that inspire the confidence, respect, and trust of all with whom the Executive Director interacts.
- ◆ Projects a professional image of the energy and vitality necessary to represent, promote, and support the unique membership, component, and school district needs of the WIAA.
- ◆ Values diversity and has the ability to work with and understand people from all cultures, economic strata, and ethnic backgrounds.
- ◆ Ability to work in a positive manner with all members of the community.

## THE ASSOCIATION

- ◆ The Wisconsin Interscholastic Athletic Association, as defined by its Constitution, is a voluntary, unincorporated, and private nonprofit 501(c)(3) organization. The Association has a diversified membership of public high schools, nonpublic high schools, public middle schools, and nonpublic middle schools. The WIAA, formed in 1896, is the first state high school athletic association organized in the country. The WIAA oversees athletics in Wisconsin and sponsors 27 State Tournament events for 19 sports.
- ◆ The membership consists of 514 member high schools and 48 middle/junior high schools divided into seven geographic Board of Control districts. The 18-member executive office staff administers Association policies, rules and regulations, and provides other assistance and service to member schools, as well as registering licensed officials.
- ◆ The WIAA does not receive any funding via tax dollars, nor does it receive any financial support from the State. The WIAA is funded primarily through ticket sales from State Tournaments and other events. Additional funding is derived from sponsorships, a percentage of licensening fees and merchandising sales, and other minimal items. WIAA expenses are related to the operations of the business and the costs associated with running State championships.