

Announcement of Vacancy

MSHSL Executive Director

The Board of Directors of the Minnesota State High School League (MSHSL) is seeking applicants for the position of Executive Director.

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

Responsibilities

- Be present for extended periods of time and represent the MSHSL at state tournaments and other League-sponsored activities
- Provide leadership for the general administration and promotion of the education-based athletic and fine arts activities of the MSHSL
- Serve as the Chief Administrative Officer to the MSHSL Board of Directors
- Be the final decision-maker for all issues affecting the MSHSL including eligibility, protests, bylaws, rules and policies as identified in the Constitution and Bylaws of the MSHSL
- Serve as the liaison to the MSBA, MASA, MASSP, NFHS, State Legislature and other related organizations
- Oversee the budget and related financial affairs of the MSHSL
- Develop and maintain an effective system of communicating the mission of the MSHSL to stakeholders and others
- Negotiate and execute contracts on behalf of the MSHSL
- Work directly with the MSHSL Legal Counsel and the Legislative Liaison
- Develop and maintain quality corporate partnerships
- Represent the MSHSL in all legal, legislative, and member school matters
- Possess documented administrative and management skills
- Respond to all media requests on behalf of the MSHSL

Required Skills and Qualifications

- Strong relationship, verbal, and written communication skills
- Strong leadership, planning and decision-making skills
- Vision for the future of the MSHSL

- Knowledge about the operation of the MSHSL
- Credibility with school boards, school administrators 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 Directors, associate directors and other staff
- Proven ability to manage complex policy and legal challenges
- Ability to work effectively with and for a 20-member Board of Directors
- 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 MSHSL at the 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 10 years of experience in school administration and a demonstrated background in school athletic and fine arts activities
- Experience in directing a staff of 20+ people and related constituencies
- Evidence of effective use of technology
- Experience in managing business and financial operations
- Ability to travel throughout the state or nation as necessary to represent the MSHSL

Essential Requirements

- Hold or be able to attain a Professional School Administration License from the Minnesota Department of Education
- Knowledge of the organizational dynamics of the MSHSL and an awareness of the issues facing the MSHSL
- 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 MSHSL 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.

To ensure a fair review and selection process, applicants are specifically requested not to make contact with MSHSL staff or members of the Board of Directors other than the identified contact listed in the **Inquiries** section, below. Failure to comply with this request may result in disqualification of the application.

Applications must be submitted electronically to resumes@mshsl.org no later than 5:00 pm on October 13, 2017 and must include the following:

- A one-page letter expressing an interest in the MSHSL 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

The MSHSL is subject to the Minnesota Government Data Practices Act. Accordingly, the names of finalists for the position are public data. Finalists are those individuals selected for an interview, and the selected applicant will be subject to a background check.

The MSHSL 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 12-month period and is renewable for three years by the MSHSL Board of Directors. The position salary will commensurate with professional qualifications and experience. A comprehensive benefits package is offered which includes a 403(b) Tax Deferred Retirement Pension Plan, insurance, vacation and sick leave benefits. As a private entity, the MSHSL does not participate in TRA or any other state retirement program. *The League is a private, nonprofit, voluntary association of high schools and was incorporated under the laws of the State of Minnesota as such in 1960.*

Inquiries Regarding the Executive Director Position

Inquiries must be emailed directly to current Executive Director of the MSHSL, David V. Stead, at (dstead@mshsl.org)