



Job Posting: Executive Director

Join NCASA as the second executive director to enjoy the most rewarding and challenging job of your life! Lead the association that presents and promotes scholastic activities to thousands of North Carolina students each year.

The ideal candidate will have the following qualities:

- *Proven track record of successful development through attraction and retention of sponsors and donors.*
- *Understanding of the workings of NC State Government in order to educate and influence state lawmakers in support of scholastic activities.*
- *Incredible planning and organizational skills with the ability to manage nine activities in various stages of development throughout the year.*
- *Significant experience in using Excel and Google Sheets which is currently used to organize activities.*
- *Strong writing skills with the ability to inform and influence others.*
- *Outstanding interpersonal skills working with educators and volunteers to successfully lead events.*
- *Comfort and understanding of technology related to social media plus Wix and Joomla website builders.*
- *Passion for scholastic activities and the positive impact they have on the lives of students.*

A qualified candidate will have many of the qualities listed above with the ability to acquire all remaining qualities.

Annual salary range is \$54,000 to \$68,000 with the potential for \$150,000 per year with successful development, lobbying, and growth of the association. Annual bonus potential is \$12,000 per year. Insurance and retirement benefits are not offered at this time.

Expected start date is January 2, 2025.

Please submit resume and cover letter in PDF form as attachments to Leon Pfeiffer at Leon@NCScholastic.org. Applications will be received through October 11.

North Carolina Association for Scholastic Activities

Job Description: Executive Director

The Executive Director and staff of NCASA will have the following responsibilities and duties:

- 1) Receive applications for membership in the association. Ensure these applications are complete and necessary dues are paid. Keep a file on member schools. Follow-up with schools on application and dues as necessary.
- 2) Receive inquiries from the schools concerning their application, competitions, eligibility, or any other reason. Respond to these inquiries as appropriate. If the inquiry concerns the executive director, it will be forwarded to the association president.
- 3) Serve as secretary and treasurer for the association when these positions are not filled by association directors. In this regard, meeting minutes will be taken and published for all association board meetings. A treasurer's report showing recent receipts, expenditures, and account balances, will be prepared for the annual meeting, and prepared as requested for board meetings. Submit necessary state and federal reports and forms.
- 4) Make necessary preparations for all regional and state competitions, including but not limited to:
 - a. List of manpower requirements for each event
 - b. Creation of training documents and job responsibilities used to train event volunteers
 - c. Distribution of all contest materials
 - d. Distribution of documents which describe actions and timeline necessary to execute event
 - e. Distribution of signs and other promotional materials
 - f. Lining up sites for regional and state tournaments
 - g. Obtaining and distributing certificates, trophies, or awards to contest sites
 - h. Execution of competitions and activities
- 5) Maintain communication with our Cup partners concerning their competitions and results.
- 6) Publish regular updates of Cup points.
- 7) Plan, organize, and execute the annual meeting for the association.
- 8) Plan, organize, and execute the North Carolina Showcase.
- 9) Respond to all press inquiries of the Association.
- 10) Execute the sponsorship plan by contacting potential sponsors and supporters about their interest in supporting the Association. Recognize sponsors according to the sponsorship plan.
- 11) Execute any other duties called for in the by-laws or rules and regulations.

- 12) Create and execute or attend existing clinics and meetings to educate school leaders and scholastic coaches about NCASA, our activities, and the Cups we present.
- 13) Educate North Carolina government and education leaders about the positive aspects of scholastic activities in general and specific aspects of the NCASA.
- 14) Benchmark best practices in North Carolina and in other state associations concerning scholastic activities and share these with the Board of Directors and other interested parties.
- 15) Keep all NCASA materials organized and maintain a safe home office environment.
- 16) Maintain an insurance policy to protect the association.

The Executive Director will work in conjunction with the Board of Directors to:

- 1) Create rules and regulations governing competitions, eligibility, and other aspects of the Association not specifically covered by the by-laws.
- 2) Create and maintain the website and other methods of electronic marketing of the Association.
- 3) Publicize the Association using traditional and electronic media.
- 4) Identify potential sponsors and financial supporters of the association.
- 5) Create a sponsorship plan.
- 6) Identify sources for or create questions or prompts for the events. Work with subject matter experts to ensure appropriateness of questions, answers, and prompts.
- 7) Recruit future board members and leaders of the Association.

Location: This position currently works from a home office.

Expected Hours Worked:

- January – May: 40-50 hours per week plus Saturdays as required to support competitions and events.
- June – August: 30-40 hours per week.
- September – December: 35-45 hours per week generally includes required Saturday work to support competitions.

Travel: Travel throughout North Carolina via personal vehicle is required. Travel is required to support competitions, site visits to prepare for competitions, attend conferences and clinics to promote the association, and local trips to the bank, post office, etc. Miles travelled via personal vehicle are reimbursed quarterly at the current IRS rate for employees.