



JOB TITLE: EXECUTIVE DIRECTOR

STATUS: 1-YEAR CONTRACT

REPORTS TO: OHSBVA BOARD OF DIRECTORS

GENERAL PURPOSE OF POSITION:

The Executive Director is the key management leader of the Ohio High School Boys Volleyball Association and serves as the Chief Executive Office, responsible for ensuring that the OHSBVA, as a non-profit organization, operates in alignment with its mission, with guidance provided by the Board of Directors and through the OHSBVA President and regular ad hoc reports. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. BOARD GOVERNANCE: Works with the board to fulfill the OHSBVA's mission

- Serves as chief administrative and operations staff in support of the OHSBVA President and Board of Directors, receiving ad hoc assignments, developing a work plan, identifying resources, sharing the plan of action, providing regular monthly progress reports, and completing the tasks expeditiously.
- Responsible for leading the OHSBVA in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2. FINANCIAL PERFORMANCE & VIABILITY: Develops resources sufficient to ensure the financial health of the OHSBVA

- Responsible for the fiscal integrity of the OHSBVA, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the OHSBVA.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other revenues necessary to support the OHSBVA's mission. Market and grow boys' volleyball to increase the number of teams statewide to meet or exceed the OHSAA requirement for sanctioning.
- Provide detailed budget of \$8000.00 each year for the growth of boys' volleyball. Quarterly expenditure reports are to be submitted to the State Treasurer.
- Reviews the State Tournament budget and individual regional/site budgets

3. **ORGANIZATION MISSION & STRATEGY:** Works with the board and staff to ensure that the mission is fulfilled through strategic planning and community outreach.
 - Responsible for strategic planning to ensure that the OHSBVA can successfully fulfill its Mission into the future.
 - Responsible for the OHSBVA's image by being active and visible in the community and by working closely with other professional, civic, and private organizations including the OHSAA.
 - Responsible for implementation of OHSBVA's programs that carry out the organization's mission.

4. **ORGANIZATION OPERATIONS:** Oversees and implements appropriate resources to ensure that the operations of the OHSBVA are appropriate.
 - Oversee the State Tournament to ensure a quality experience for qualifying teams.
 - Responsible for the hiring and retention of competent, qualified staff (administrative assistant).
 - Responsible for effective administration of OHSBVA operations.
 - Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the OHSBVA. Maintain appropriate paperwork and records.
 - Oversees the issue resolution process associated with complaints filed against coaches and referees, partnering with the State Officials' Coordinator and OHSBVA President to ensure due process is afforded all parties, the process is documented and shared as appropriate with the Board of Directors and that any consequences/results from the issue resolution process are enforced.

EDUCATION & PROFESSIONAL REQUIREMENTS:

- A bachelor's degree in business administration or related field and/or related years of experience
- A master's degree in business administration or related field (preferred)
- Transparent and high integrity leadership.
- Proven experience as an executive director or in a similar leadership capacity (preferred)
- Experience and skill in working with a Board of Directors. (preferred)
- High level strategic thinking and planning. Ability to envision and convey the organization's mission and strategic future.
- Demonstrated ability to oversee and collaborate with staff in developing strategies and plans.
- Excellent communication (verbal and written) and public speaking skills
- Outstanding organization and leadership abilities
- An analytical mind capable of "out-of-the-box" thinking to solve problems.
- Ability to apply successful fundraising and networking techniques.

Last Updated by: Anitra Brockman, OHSBVA President

Date: 9/3/2021

Reviewed by: Sean Tierney, OHSBVA Vice President

Date: 9/3/2021

Approved by: OHSBVA Board of Directors

Date: 9/3/2021