

Wisconsin Interscholastic Athletic Association

Assistant Director

Position Vacancy



The Wisconsin Interscholastic Athletic Association seeks qualified candidates who embrace the purpose and vision of the WIAA and desire to proudly serve our diverse membership and move education-based athletics forward together.

Educational leaders with the following preferred qualifications and qualities are encouraged to submit an application.

APPLICATION

For full consideration, materials must be received by Friday, January 10, 2025.

- ◆ 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 Position Statement:
Describe the role of the WIAA in education-based athletics and your vision for how you will strengthen the WIAA team.
(two-page maximum)

Send all application materials electronically to:

Kassie Mortimer, WIAA
kmortimer@wiaawi.org
(715) 344-8580

QUALIFICATIONS

- ◆ Possesses a passionate vision for the future of the Association.
- ◆ Possesses master's degree with emphasis in education, coaching, athletics administration and/or equivalent professional experience.
- ◆ Minimum of five years experience in education, coaching, athletic administration or equivalent experience as a leader and innovator in athletics.

QUALITIES

- ◆ Exemplifies a high work ethic and recognizes, respects, and utilizes the individual talents of others.
- ◆ Fosters interpersonal relationships that inspire confidence, respect, and trust, as well as the ability to connect with people.
- ◆ Projects a professional image of the energy and vitality necessary to represent, promote, and support the needs of the WIAA membership.
- ◆ Seeks feedback as an opportunity for growth and improvement.
- ◆ Values diversity and has the ability to work with and understand people from all cultures, economic strata, and ethnic backgrounds.
- ◆ Ability to lead and work in a positive manner with all members of the education-based athletics community.
- ◆ Possesses a strong knowledge and network of relationships among Wisconsin's education-based sports programs.
- ◆ Excellence in oral and written communication skills.
- ◆ Possesses a "team-first" mentality.
- ◆ Ability to work in collaboration with others to problem solve.
- ◆ Flexibility to adjust to constantly changing duties and responsibilities.

- More -

SEARCH TIMELINE

Post for the Assistant Director

Monday, December 16, 2024

Deadline for Application

Friday, January 10, 2025

First Round of Interviews (via Zoom)

Friday, January 31, 2025

Final Interviews at WIAA Office

Monday, February 10, 2025

Target Start Date

Flexible based on availability

COMPENSATION

This is a full-time position and the starting salary is negotiable and will be determined based upon that candidate's experience and expertise. We are committed to attracting the top talent and ensuring that the compensation is competitive in the industry. During the interview process we will discuss the salary range in more detail.

The WIAA provides 100% premium payments for medical, dental, term life, and disability insurance. Other benefits include employer HSA contribution, sick leave, vacation, and highly competitive employer contribution to retirement. Other benefits may be provided by the Board of Control.

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.

wiaawi.org

KEY RESPONSIBILITIES

◆ Leadership

Supports the development of a vision for the future of the Association; acts as an effective spokesperson; oversees the planning, coordinating and administering of all assigned sports and tournament events, and other WIAA responsibilities.

Collaborates with all communities related to assigned sports.

◆ Organizational Management

Recommends appropriate policies, procedures, actions and budgets related to the assigned sports and other responsibilities. Provides communication in regard to NFHS and WIAA rule interpretations.

◆ Communications

Keeps WIAA members and staff informed of events and activities through a variety of communication methods; visits each region periodically; prepares meeting agenda items; and provides periodic status reports related to the assigned sports and other responsibilities.

◆ Member Relations and Services

Provides guidance and assistance to WIAA members; represents the WIAA and collaborates with the National Federation of State High School Associations membership; conducts conferences, workshops, clinics and other professional functions in relation to the assigned sports and other related responsibilities.

◆ Association Partners

Maintains working relationships with partners including, but not limited to the Wisconsin Athletic Directors Association, coaches and officials associations, state venues staff, and visitors and convention bureau personnel in conjunction with assigned sports and other related responsibilities.

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 sport programs.
- ◆ The membership consists of 514 member high schools and 36 middle/junior high schools divided into seven geographic Board of Control districts. The 20-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 licensing 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.