

# **Executive Director – Minnesota State High School Mathematics League**

## **Job Summary**

The Executive Director serves as the visible face of the Minnesota State High School Mathematics League. This person acts as business manager, spokesperson and strategic plan developer and manager for the League in conjunction with and approval of the Board of Directors.

## **Duties**

- Promote and grow the League by working with schools, current media (traditional and social), and other appropriate networks
- Collaborate with Associate Director and Treasurer to prepare, present and maintain annual budget
- Collaborate with Executive Committee to conduct an annual review of League By-Laws
- Communicate with coaches, parents, students and schools regarding policy decisions and concerns
- Approve all communications to membership and public regarding League events, policies, and positions
- Plan, recruit, coordinate and oversee the Summer Institute in conjunction with Associate Director including curriculum development
- Plan and develop annual Coaches Conference in conjunction with President and Associate Director
- Seek out new programming and funding opportunities
- Build and maintain relationships with key partners including, but not limited to UMTYMP, Mathcounts, and the Junior High Math League
- May perform other duties as determined by the Board of Directors and President of the League.

## **Qualifications**

- Experience as a high school and/or college-level math instructor
- Leadership experience
- Coaching in the area of mathematics preferred
- Familiarity with the Minnesota State High School Mathematics League
- Fundraising and/or grant writing experience

## **Notes**

The first year of this position is a Director-Elect role meaning the selected individual will shadow the current Executive Director and then assume full responsibilities in year two.

Interested individuals should send a cover letter and resume to:

MN State High School Math League  
Augsburg College Campus Box #190  
2211 Riverside Avenue  
Minneapolis, MN 55454