

CALL FOR APPLICATIONS: EXECUTIVE DIRECTOR

The American Association of Adapted Sports Programs (AAASP) invites applications for the position of Executive Director. AAASP seeks a highly competent, experienced, and strategic executive to lead and influence our organization toward favorable growth and to design and direct strategies that enhance our organizational operations. Knowledge of the overarching context of education-based adapted athletics for students with physical disabilities is required and experience highly encouraged.

The American Association of AdaptED SPORTS Programs, Inc. (AAASP) is a 501c3 organization that provides services to Local Education Agencies, State High School Associations and State Departments of Education in extracurricular adapted athletics for physically disabled children attending grades 1-12 to improve their well-being while positively influencing total student development. The AAASP organization has been in place since 1996, and ensures disabled students the opportunity to experience the benefits of school sport competition just as their non-disabled peers do.

Duties for the executive director will include managing company assets, providing leadership to all staff, establishing strategic goals with the Board of Directors, advising the board of directors on organizational activities, overseeing daily operations, and executing special business projects. Exceptional stewardship and strategic planning skills as an executive director will aid our organization in promoting our mission and objectives, maintaining positive relationships with internal and external stakeholders, achieving organizational goals, and maintaining sound financial practices.

Key Responsibilities

1. Provide executive leadership for the general administration of the Association.
2. Overseeing day-to-day business activities including daily financial and fiscal affairs.
3. Drafting organizational policies and philosophies.
4. Review and approval of comprehensive budgets.
5. Provide for an annual audit of the Associations accounts.
6. Serve as chief administrative officer to the Board of Directors.
7. Oversee the recruitment, training, coordination and evaluation of staff.
8. Decide all matters concerning eligibility, protests, policies or rules.
9. Act as liaison to the state of Georgia Legislature and other related agencies.
10. Execute agreements, contracts and other documents on behalf of the Association.
11. Comply with all relevant federal and state laws and with all rules, regulations and directives of the Board of Directors.
12. Represent the Association in all legal and legislative matters.
13. Maintain a strong working knowledge of significant developments and trends in the field.
14. Represent the point of view of the organization to agencies, organizations, and the general public through meetings, presentations and written materials.
15. Engage with members, affiliates, key stakeholders, partners and other relevant groups.

16. Work cooperatively with state and national partners to provide adapted sports resources and identify potential growth opportunities.
17. Administer inception grants to local school districts and ensure the requirements are adhered to, maintain records, receipts, reporting data associated with inception grants.
18. Manage outside contractors in financial services, technology, marketing, social media, and event planning.

Education and Experience (Preferred)

- Advanced degree in Education, Not-for-Profit Management, or another relevant field.
- A minimum of five years of equivalent experience in executive leadership, administration/management.
- Demonstrated ability and experience in making decisions that are critically analyzed and determined to be beneficial to the mission, the people and the bottom line.
- Financial management experience.

Qualities

- Ability to understand the big picture
- Anticipating the organization's future role.
- Outstanding communication skills.
- Excellent planning and organizational skills.
- Highly ethical behavior.
- Exceptional interpersonal skills.

Salary

Salary will be commensurate with experience. Benefits include medical and retirement.

Location

Remote. Travel throughout the state of Georgia and the U.S. is expected for partner visits, conferences, and trainings. On-site participation in company events, key meetings, legislative hearings and more is expected as needed.

Application process

For consideration of this position please submit the following materials by September 30, 2024.

- A cover letter discussing your interest in the position.
- A resume that reflects the qualifications, skills and experience for the position.
- Three references of individuals we can contact.

Hiring Timeline (subject to change)

- Post for the Executive Director Week of June 1, 2024
- Deadline for Applications September 30, 2024
- Review Applications October, 2024
- Final Interviews November, 2024
- Announcement December, 2024

Submissions for the position should be sent to Applications@AdaptEdSports.org.