



Position Announcement - We are currently seeking an Executive Director for the North Carolina Alliance for Athletics, Health, Physical Education, Recreation and Dance located in Raleigh, North Carolina.

Job Title:	Executive Director – North Carolina Alliance for Athletics, Health, Physical Education, Recreation and Dance
Job Category:	Non-profit/charitable
Organization:	North Carolina Alliance for Athletics, Health, Physical Education, Recreation and Dance
Employment Type:	This is a full-time position and will be open until filled. Anticipated first date of employment is April 15, 2013. Salary will be commensurate with experience. This position includes paid holidays and additional benefits (health, retirement).
Job Location:	Raleigh, North Carolina
Supervisor:	Executive Director reports directly to the NCAAHPERD Executive Board, and Board of Directors

Key Responsibilities:

- Provide inspired and motivating leadership to the staff, volunteers, and members.
- In partnership with the Alliance's Executive Board, provide vision for, develop and implement the organization's strategic plan, advocacy, and annual operational/fundraising plans to ensure the successful achievement of Alliance financial goals and growth.
- Oversee, manage and support the development of the Executive Board, the Associations, Friends of NCAAHPERD, and public outreach programs, including key partners and affiliates on programs and advocacy.
- Abide by timelines and rules of AAHPERD in regard to non-profit status and Joint Projects.
- Manage budget and control expenses effectively within the Alliance/Association framework.
- Direct and manage the Alliance and Association resources including its staff, board, members, and volunteers.
- Act as a liaison between partners, affiliates, law makers, etc.
- Manage day to day operations including office facility.

Requirements:

- A minimum of a Master's degree and background or training in one or more of the allied fields
- Five or more years of experience in a management or administrative capacity

- Experience in convention and special event planning and organizing
- Effective written and oral communications skills
- Strong organizational skills
- Ability to handle multiple tasks
- Computer literacy – modern office procedures, methods and computer equipment – high level mastery of Word, PowerPoint, Excel and QuickBooks
- Must be a detail-oriented team player with the ability to work independently, and adhere to strict deadlines
- Maintain confidentiality of program information and records
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Strong time management skills
- Demonstrated success in relationship building
- Demonstrated strength in partnering with groups
- Experience in business and management principles involved in strategic planning, resource allocation, human behavior and performance and leadership techniques
- Non-profit experience or for-profit experience a plus
- Occasional evening and weekend work required
- Flexibility to travel as needed

Working Conditions:

The working condition consists of sedentary to moderate physical work requiring the ability to lift a maximum of 50 pounds. Work primarily in clean, comfortable environment using a laptop computer, standard office equipment including copy and fax machines, telephone and calculators. Position requires operating a motor vehicle to travel to a variety of locations for presentations and special events. Candidate must be able to work a flexible schedule consisting of primarily daytime work hours as well as some evenings, some overnights and occasional weekends. Speaking in public forums in various environments, including urban and rural communities, is also expected.

About:

NCAAHPERD is a 501 (C) (3) nonprofit organization of athletics, health, physical education, recreation, dance and sport management professionals. Its mission is to provide advocacy, professional development, and unity for health, physical education, recreation, dance, sport management and athletics professionals and students to enhance and promote the health of North Carolinians. Its vision is to be the leading organization promoting and supporting a healthier, more creative and active North Carolina.

Additional Information on organization: <http://www.ncaahperd.org>

Contact:

We offer a competitive salary and benefits package. If you'd like to apply, please send your resume in PDF format, with a cover letter, three references, and salary requirements to search@ncaahperd.org.

NCAAHPERD is an Equal Opportunity Employer