

Chief Operating Officer NFHS

Reports to: Executive Director

Positions Supervised: All Staff in Conjunction with the Executive Director

Basic Function: This position will be responsible for working with the Executive Director in the management and operations of the national office. The individual will be expected to work directly with staff in the fulfillment of their responsibilities as well as providing service to the membership and related constituents.

Duties and Responsibilities:

- > Manage the day to day operations of the national office.
- > Assist in the evaluation of the administrative staff of the NFHS.
- > Chair rules review committee.
- > Participate in the development, implementation and monitoring of the NFHS budget.
- > Supervise fulfillment of publications and products providing customer service to membership and public.
- > Authorize payment of funds and sign checks when necessary.
- > Secure all candidates for committee vacancies and provide vitae and support information for the NFHS Board.
- > Prepare and maintain NFHS calendar.
- > Manage NFHS properties and equipment.
- > Solicit nominations for all NFHS awards and report to the NFHS Board.
- > Represent NFHS on committees, organizations, and in external speaking opportunities.
- > Conduct staff meetings in the absence of the Executive Director.
- > Perform all other duties as assigned by the Executive Director.

Qualifications:

- > Master's degree preferred.
- > Ability to communicate effectively both orally and in writing.
- > Knowledge of the NFHS structure, operations and membership.
- > Demonstrated leadership ability and experience.
- > Experience in secondary education and related positions in student activities and administration.
- > Ability to work well with diverse groups of individuals and interest groups.

Starting Date: July 1, 2010

Candidates are requested to forward a letter of application detailing the individual's personal strengths in meeting the qualifications of the position. Include a resume' and a list of four references (only one of which should be personal). Please forward the documents to: **Bob Gardner, NFHS, P.O. Box 690, Indianapolis, IN 46206 by March 12, 2010.**