



## OAOA Executive Director Opening

### Position Overview:

The Oregon Athletic Officials Association is seeking a dynamic and experienced **Executive Director** to lead and support the organization in its mission to serve and advocate for sports officials. This independent contractor position offers the opportunity to oversee operations, develop strategic initiatives, and strengthen relationships with officials, local associations, and governing bodies (OACA, OADA, OSAA). The time commitment is approximately 15 hours per week.

### Minimum qualifications:

- Sports officiating background required with current or recent experience in leadership through a local association (commissioner, board, other).
- Computer competence in multiple computer platforms
- Financial background and experience with budgets and financial planning
- Experience in networking with affiliate organizations and other stakeholders
- Competency in leadership attributes
- Excellent communication and organizational skills

### Preferred qualifications:

- Background in insurance and legal issues
- Experience in public speaking and presentation
- Website experience

### Additional Duties May Include:

- Schedule, prepare, and preside over quarterly meetings
- Knowledge and experience in implementing and coordinating mentorship programs
- Prepare and file annual non-profit statement with state of Oregon

### Compensation:

- Independent Contractor with a Monthly Stipend (Current stipend is \$1175)
- Travel expenses
- Registrations and other benefits associated with the position

### Applicants must provide the following information:

- Cover letter
- Current CV or Resume, include current employment status
- Three letters of reference
- Due by May 1<sup>st</sup>, 2025
- Send all requested information to Debi Hanson at [debi@oreofficials.org](mailto:debi@oreofficials.org)