

JOB DESCRIPTION FOR EXECUTIVE DIRECTOR

The American Mathematical Association of Two-Year Colleges (AMATYC) seeks an Executive Director to help lead the organization in conjunction with the organization's volunteer leadership and to provide management of its contract employees beginning April 1, 2018.

Primary Duties Include:

- **Supervise existing contract employees for the organization located in Memphis, TN, in conjunction with the Executive Board;**
- **Maintain awareness of mathematics education issues in two-year colleges;**
- **Ensure ongoing, effective communications among members;**
- **Participate with others in the proofreading of all publications and communications from AMATYC;**
- **Implement Board policy and activities that support Board initiatives, and recommend initiatives to the Board;**
- **Represent AMATYC at meetings/conference/events throughout the country;**
- **Schedule and conduct visits to the appropriate agencies/organizations to introduce the new AMATYC leadership within six months after a change in officers;**
- **Communicate and collaborate with executive directors of other professional mathematics organizations to network, gather information, and share concerns;**
- **Attend AMATYC Board meetings, including the Strategic Planning Orientation Meeting, as a non-voting member;**
- **Attend the AMATYC annual conferences;**
- **Serve as an ex-officio member of the AMATYC Foundation Board and work to establish and maintain relationships with outside funding sources, public and private; and**
- **Perform other duties as assigned by the AMATYC President and Executive Board.**

This position will require travel on a regular basis to the AMATYC national office in Memphis, TN, to Washington DC, and to other locations as needed. The successful candidate will have a working knowledge of electronic communications. This position is initially an 18-hour per week position, but could increase. Salary will be commensurate with experience and the starting date is April 2018. Letter of interest, curriculum vitae, two letters of recommendation, and a list of references are due by January 31, 2018, to the chair of the search committee Kathryn Kozak (kathryn.kozak@coconino.edu). Interviews will be conducted and the AMATYC Board will approve the appointment of the successful applicant. The term of office is five years with an initial term of two years from the date of initial appointment.

Minimum Qualifications

- 1. Have a Bachelor's Degree from an accredited educational institution;**
- 2. Be a self-starter with good organizational and communication skills, and the ability to facilitate the efforts of others;**
- 3. Be knowledgeable about mathematics education at two-year colleges and have a passion for mathematics education improvement;**

- 4. Be able to show evidence of budget management;**
- 5. Have some supervisory skills;**
- 6. Be conversant about AMATYC's mission, goals, strategic plan, and activities;**
- 7. Be able to travel regularly;**
- 8. Maintain a flexible schedule;**
- 9. Be able to work without direction and possess good interpersonal skills; and**
- 10. Be able to communicate effectively orally and in writing;**

Desired Qualifications

Preference will be shown for candidates with experience with non-profit organizations. Successful grant writing experience is preferred. Preference will be given to candidates who have taught two-year college mathematics and are a regular/life member of AMATYC. The ideal candidate will be versed in standards-based mathematics education.