

# Utah High School Activities Association

## Executive Director

### POSITION VACANCY



The Utah High School Activities Association Board of Trustees seeks qualified candidates that embrace the purpose of the UHSAA membership for the position of Executive Director following the retirement of Mr. Rob Cuff on July 31, 2026. The UHSAA Board invites applications through Monday, March 2, 2026.

#### UHSAA JOB DESCRIPTION

##### REPORTING RESPONSIBILITY

The Executive Director is the chief administrative officer of the Utah High School Activities Association and under the direction of the UHSAA Board of Trustees.

#### SEARCH TIMELINE

##### Application Deadline:

The position of Executive Director will be open, advertised and posted on the UHSAA website until Monday, March 2, 2026. ***All applications must be received by 4:00 p.m. on Monday, March 2, 2026.***

##### Selection of Candidates for Interviews:

The Screening Committee will meet and review all applications and reduce the number of applicants.

##### Final Interviews:

The final candidates will be notified and invited to a Board of Trustees meeting to be interviewed. The Board of Trustees will make their final choice following those interviews.

##### New Executive Director Assumes Position:

The tentative starting date will be July 1, 2026. The position carries a 12-month contract and a full-benefit package. In addition, a competitive salary, commensurate with experience, will be negotiated with the Board of Trustees.

##### POSITION OVERVIEW

The Executive Director is responsible for the daily operation of the Association. He/She shall provide leadership and direction in all matters pertaining to Association business and personnel as directed by the Board of Trustees or required by the UHSAA Constitution and By-Laws.

#### FUNCTIONAL RESPONSIBILITIES

##### PUBLIC RELATIONS

The image of the Utah High School Activities Association rests within the Association office and the staff. UHSAA is accountable to 160 schools, 43 Superintendents, 200 School Board members, 15,000 coaches/advisors, and supervises more than 3,000 officials.

##### PLANNING PREPARATION & ADMINISTRATION OF STATE CHAMPIONSHIPS

The Executive Director will provide leadership and direction in the operation and planning of all UHSAA sanctioned/sponsored activities.

##### FINANCIAL PLANNING

The Executive Director is responsible for the financial planning and implementation of all Association proceeds. He/She will manage appropriate budget allocations to provide fiscal accountability to the Board of Trustees.

##### CORPORATE SPONSOR DONATION

The Executive Director will provide professional leadership in procuring sponsorships.

##### FINANCIAL REIMBURSEMENT TO SCHOOLS

Oversees reimbursement to schools for activity participation.

##### GENERAL MEETING PLANNING, ORGANIZATION & PREPARATION

The Executive Director will provide professional leadership in general planning, organization and preparations for all Association meetings.

##### ASSOCIATION OFFICE AND STAFF

The Executive Director will administer the personnel policies as directed by the Board of Trustees.



# Utah High School Activities Association

## APPLICATION

**For full consideration, please submit the following materials by Monday, March 2, 2026.**

- **A formal letter of application.**
- **A resume that reflects the qualifications, skills and experience for the position.**
- **Three letters of recommendation and three additional references.**
- **In 1,000 words or less, please describe your expectations for UHSAA over the next 10 years, and be sure to address the following points:**

### **1. Governance philosophy:**

Focus on the most significant challenges and the greatest opportunities facing UHSAA and your vision for the Association over the next 5-10 years.

### **2. Crisis leadership example:**

What is your approach to handling a crisis or extremely difficult situation? If possible, please provide a specific example.

### **3. Financial sustainability strategy:**

How would you approach long-term financial sustainability with the Association?

**Send all application materials electronically to:**

Jennifer Thomas, UHSAA Office Manager

[jthomas@uhsaa.org](mailto:jthomas@uhsaa.org)

## QUALIFICATIONS

Qualified Applicants should have:

- A. A bachelor's degree. Graduate work preferred.
- B. Direct experience in high school activity administration and planning.
- C. Knowledge and sound educational philosophy of interscholastic activities.
- D. Experience working with state legislators both during legislative sessions and year-round on matters related to high school activities.
- E. Proficiency in written and verbal communication, with the ability to navigate litigation matters with professionalism, discretion, and attention to legal compliance.
- F. Varied talents and attitudes which complement abilities of other staff members.
- G. Superior skills in computer/technology.
- H. Expertise in event management.
- I. Knowledge of sports rules.
- J. Skills in the business and corporate sponsorship environment.
- K. A minimum of five years successful administrative experience.

## QUALITIES

- Commands a high work ethic and recognizes and utilizes individual talents of others.
- Fosters interpersonal relationships that inspire the confidence, respect, and trust of all with whom the Executive Director interacts.
- Demonstrates the professionalism, energy, and vitality required to support and represent UHSAA member schools and school districts.
- Values diversity and can work with and understand people from all cultures, economic strata, and ethnic backgrounds.
- Ability to work in a positive manner with members of the community.
- Exhibits high level of executive functioning, organizational change management and conflict resolution.
- Ability to lead the UHSAA staff toward meeting the vision and goals of the Association.

## THE ASSOCIATION

UHSAA's role is to oversee and manage the 29 sanctioned athletics and activities for its member schools, following its Constitution and By-Laws. Recognizing that student activities play an important part in teaching valuable life skills, the Association emphasizes that its main focus is the 113,503 high school students participating in sports and activities in the state of Utah as the core reason for the Association.