



Alaska Academic Decathlon Business Manager

Status: Part-time Contractor

Reports to: Academic Decathlon Board of Directors

Pay: \$40,000 annually

Purpose of Position:

The Alaska Academic Decathlon (AAD) Business Manager is responsible for all aspects of the state competition held each February. Will include interacting with the decathlon teams, fundraising, and organizing the annual Alaska state competition and awards banquet.

Essential Duties of Position:

50% State Competition & Banquet: Organize all aspects of state competition including venue arrangements, room organization, audio/visual equipment, photographer, refreshments, banners, and work with the Awards Chair to order trophies and medals. Work with Scoring Chair to ensure equipment and supplies are ready; work with Speech & Interview Chairs to ensure training materials, rooms, and volunteers are organized; work with State Director and Testing Chair to ensure objective testing and Super Quiz materials are ready; work with Volunteer Chair to organize volunteers for event. Arrange venue, equipment, and DJ for closing night banquet and dance.

25% Fundraising: Contact existing and potential donors to fund state competition activities and scholarship awards. Act as main point of contact for donor questions and arrange thank you gifts or activities. Maintain relationship with donors and communicate value.

20% Decathlon Team Organization: Act as main point of contact for schools statewide with AAD teams; work with Registrar Chair to collect and maintain paperwork for entry into the state competition, distribute schedules, requirements, and other qualifying paperwork for state competition; distribute information for state competition logistics such as transportation and lodging.

5% State Association and Board of Directors Meetings: Assist the Alaska State Director in carrying out directives from the national association; attend quarterly meetings of the AAD Board of Directors

Details: Position operates on a fluctuating schedule beginning with the school year in August; communications with team coaches and organization of paperwork for admittance to the state competition begins in earnest in September and will continue up through the competition in February. Organization for the banquet begins in November and culminates with a four-day event in February. Competition follow up work ends with a final inventory of all supplies in early March. Work from March-August may include fundraising, board meeting attendance and donor communications but hours are very flexible. During the competition season expect 20-40 hours per week depending on need; hours are flexible. No benefits; paid on a contract basis.

Job Qualifications: High school diploma or equivalent required; ability to create a plan and follow through independently, maintain excellent relationships with the AAD teams, communicate clearly and timely with the State Director and/or Board of Directors, and experience organizing large events are desired qualities. Previous experience as a Decathlete is preferred.