



Manager for Competitions Operations Job Description

The Mathematical Association of America is the world's largest community of mathematicians, students, and enthusiasts. Our mission at the MAA is to advance the understanding of mathematics and its impact on our world. We do so through our values of Community, Inclusivity, Communication, and Teaching and Learning.

Working at the MAA means that you will be joining a dynamic and dedicated team where your contributions will be encouraged and appreciated. We offer a full array of highly competitive benefits and are located within a desirable area of Washington, DC. The MAA's American Mathematics Competitions (MAA AMC) program leads the nation in strengthening the mathematical capabilities of the next generation of problem-solvers. Since the 1950s, the competition has grown to over 300,000 students participating annually in over 6,000 schools and representing 84 countries.

Job Summary:

The Manager for Competitions Operations is responsible for managing the operations and programs of the Competitions Department for the MAA. Projects are typically multifaceted and time-sensitive. This role will include responsibility for managing the Competition Assistants staff and reporting to the Director of Competitions Operations.

Job Responsibilities:

To perform this job successfully requires understanding the strategic goals of the Competitions Department and supporting the execution of these goals. Each essential duty and responsibility must be performed satisfactorily. Other duties may be assigned to meet MAA business needs.

- **Competitions and Program Management**
 - Review workflow and processes as it pertains to the Competitions Program. Review contracts, timelines, and work duties as they pertain to the execution of American Mathematics Competitions (AMC), Putnam Competitions, grading, communications, and DEI outreach.
 - Develop project management plans and timelines for specified Competitions Operations projects, ensuring resource availability and allocation.
- **Team Management**
 - Lead, coordinate, and evaluate performance of all junior department staff.
 - Coordinate meetings and tasks with Competitions department members, members of other MAA departments, and external stakeholders to ensure high-quality execution of programming and deliverables according to established timeline.

- Set and meet realistic deadlines; anticipate and communicate changes to timelines or deadlines when needed.
- **Overall Department Management**
 - In collaboration with the Director of Competitions Operations, define project scope, goals, and deliverables that support business goals.
 - Track programmatic critical milestone activities across an entire project life cycle to meet deadlines and assure overall successful outcomes.
 - Proactively evaluate alternatives or find solutions to problems that arise or in response to situations that are without clear precedent.
 - Consistently and conscientiously apply MAA's highest standards to delivery of products, mindful of ensuring high-quality customer service.
 - Advise the Director of Competitions Operations on best practice principles to achieve substantial process improvements, efficiencies, and potential cost avoidance.
 - Manage relationships with internal and external stakeholders.

Minimum Qualifications:

To perform this job successfully requires the knowledge, skills, and abilities listed and meets the amount of education, training, and/or work experience required.

Education

- Bachelor's degree or equivalent experience required.

Experience

- 5+ years of project management experience
- 5+ years of supervisory experience

Knowledge, Skills, and Abilities

- Significant experience in project planning and execution, including defining and implementing projects
- Proven excellence in time management – defining project schedule and timeline for deliverables, monitoring progress, and assessing risks to plan.
- Track record of supervisory experience to include performance coaching and completing formal performance reviews.
- Strong ability to absorb and refine detailed operations required for execution of MAA Competitions.
- Exceptional communication skills, both written and verbal. Strong grammatical skills for proofreading and editing. Experience with marketing preferred.
- Proficiency with MS Office Suite and other technology, including web-based systems (e.g., Google Docs, Adobe).

- Demonstrated ability to exercise sound judgment, use discretion, and maintain confidentiality.
- Ability to maintain cooperative and mutually beneficial relationships with internal and external stakeholders.
- Ability to work effectively as an individual contributor and as a highly resourceful team player in a mid-level department leadership role.
- Demonstrated commitment to the highest level of customer/client service.
- Problem-solving, solutions-oriented, and decision-making capabilities.

Working Conditions:

- Hybrid working environment with two days onsite at MAA headquarters.
- Occasional weekend/evening work to attend meetings and conferences
- Limited travel (<5%)

To apply send resume and cover letter to HR@maa.org

This job description should not be construed to imply that these requirements are the only standards for the position. Incumbents will follow any other instructions and perform any other related duties as may be required. MAA has the right to revise this job description at any time. MAA is an “at will” employer, and as such, neither this job description nor your signature constitutes any form of contractual arrangement between you and MAA.

Equal Opportunity Employer