



Director of Competitions Operations

The Mathematical Association of America is the world's largest community of mathematicians, students and enthusiasts. We further the understanding of our world through mathematics because mathematics drives society and shapes our lives. Our mission at the MAA is to advance the understanding of mathematics and its impact on our world and we do so through our values of; Community, Inclusivity, Communication, and Teaching and Learning. We support the mission and core values through outreach, programs, meetings, competitions, and publications, as well as national committees and 29 regional sections. We envision a society that values the power and beauty of mathematics and fully realizes its potential to promote human flourishing.

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 we are located within a desirable Washington, DC location.

The Mathematical Association of America, a national professional association, seeks a full-time Director of Competitions Operations. The Mathematical Association of America's (MAA) Competitions Department administers a distinguished portfolio of mathematics competitions and enrichment programs that identify, inspire, and challenge students across the nation and around the world. These include the American Mathematics Competitions (AMC), the USA Mathematical Olympiad (USAMO), the Mathematical Olympiad Summer Program (MOP), and the William Lowell Putnam Mathematical Competition. Together, these programs cultivate problem-solving skills, foster a love of mathematics, and connect students, educators, and the broader mathematics community. The department also contributes to outreach initiatives that expand access, promote equity, and support the next generation of mathematical talent.

The Director of Competitions Operations is responsible for overseeing the annual execution of the American Mathematics Competitions (AMC) program on behalf of the

Mathematical Association of America. This role also supports the planning and delivery of outreach initiatives that advance the program's mission and impact.

Job Responsibilities

To perform this role successfully, an individual must be able to carry out each essential duty effectively. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Additional duties may be assigned as organizational needs evolve.

- Serve as the operational leader for MAA's suite of mathematics competitions—including the American Mathematics Competitions, the U.S.A. Mathematical Olympiad, the Mathematical Olympiad Summer Program, and the Putnam Competition—providing guidance to editorial boards, committees and councils, and MAA staff to ensure efficient, effective, and financially sound management.
- Provide management and support to competition managers in the preparation and execution of competitions.
- Manage relationships with and provide guidance to technology vendors, MAA service center, external consultants and partner organizations serving MAA Competitions
- Manage budgeting and spending including profit & loss responsibility for MAA Competitions in line with organizational and sponsor goals
- Increase the visibility and reputation of MAA's competitions and actively pursue new opportunities in consultation with Director of Outreach and Impact.
- Fulfill sponsor expectations in cooperation with development department
- Oversee execution of contracts, processing of financial forms for payments and refunds
- Manage personally identifiable information for minors in line with relevant laws and regulations
- Perform other duties as assigned in alignment with MAA goals.

Minimum Qualifications

To perform this job successfully, an individual should possess the knowledge, skills, and abilities, education, training, and/or work experience listed here.

- Bachelor's degree required, master's degree preferred

- 5+ years of relevant professional experience required
- Prior P&L responsibility required
- Demonstrated experience managing a multi-million dollar program for a branded product or service required
- Experience with both B2B and B2C sales preferred
- Experience with the education sector preferred
- Exceptional organizational and project management skills with the ability to balance multiple priorities.
- Strong business acumen and customer service orientation.
- Excellent communication, interpersonal, and presentation skills.
- Proven ability to build and maintain strong, productive relationships on behalf of the organization.
- Demonstrated capacity to work independently and as a collaborative team member under pressure and within deadlines.
- Creative, innovative thinker who identifies new opportunities, proposes solutions, and recommends best practices.
- Adaptability and flexibility in a fast-paced environment, with consistent attention to high standards.
- Ability to foster trust and rapport with colleagues, partners, and stakeholders.
- Professional demeanor with a positive, proactive attitude.
- Proficiency in Google Workspace.
- Fostering Innovation: Able to develop, sponsor, or support the introduction of new and improved methods, products, procedures, or technologies.
- Creativity: Generates new ideas, supports change, provides innovative solutions, solves problems creatively.
- Cultural Competency: Possesses the cultural awareness, knowledge, skills, and disposition necessary to communicate effectively with a wide range of diverse constituents and help identify, develop, and support programs, products, and services that are responsive to their unique needs.

- Integrity: Earns the trust and confidence of coworkers and customers through honest communication, ethical behavior, and professionalism in all interactions.
- Business Acumen: Able to plan through strategic thinking; and understand all areas of a business' operations and how they are interconnected
- Organization: Sets priorities, creates goals and timetables to complete required tasks or projects. Tracks progress and makes necessary adjustments to efficiently complete work.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- General office with a hybrid work schedule with Tuesday and Wednesday required in office in Washington, DC.
- Some evening and weekend work to support events

: Ability to travel up to 15%, including Travel for 3.5 week Summer Program

Job Type: Full-time

Pay: \$90,000.00 - \$110,000.00 per year

Benefits:

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| • 401(k) | • Health insurance |
| • Dental insurance | • Life insurance |
| • Employee assistance program | • Paid time off |
| • Flexible spending account | • Parental leave |
| | • Vision insurance |

Work Location: Hybrid remote in Washington, DC 20036

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

The MAA is an Equal Opportunity Employer
and complies with all District and federal laws.