



## Executive Director

### **What is the MAA?**

The Mathematical Association of America is the world's largest community of mathematicians, students, and enthusiasts. Our mission is to advance the understanding of mathematics and its impact on our world. Our members include university, college, and high school educators and teachers; graduate and undergraduate students; pure and applied mathematicians; computer scientists; statisticians; STEM professionals, and many others in academia, government, business, and industry. We welcome all who are interested in the mathematical sciences. You can learn more about MAA at [maa.org](http://maa.org).

### **Job Summary**

The Executive Director has administrative responsibility for the Association, including its facilities and staff, and carries out other duties that may be assigned by the Board of Directors. The Executive Director is responsible for providing the legal and Board-mandated oversight of the MAA Sections and shall provide resources to the Sections as directed by the Board. The Executive Director works with the Board to provide leadership in advancing its mission of the Association.

### **Job Responsibilities**

To perform this job successfully, an individual must be able to perform the essential duties detailed below. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the position. Other duties may be assigned to meet business needs.

#### **The Executive Director:**

- Meets the responsibilities described in the MAA Bylaws;
- Plans, formulates, and recommends to the Board policies and programs to advance the objectives of the Association as established by the Board and the Bylaws;
- Represents the Association, along with the President, to the press, the public, related organizations, and government agencies;
- Directs the Association's professional staff; serving as the chief operations officer overseeing budgets and forecasting, financial management, human resources, contracts, and legal compliance.
- Consults with and assists the national officers in the performance of their duties;
- Provides support for the key committees of the Association;
- Works to coordinate Section activities with national objectives; and,
- Serves as chief development officer of the association, working closely with officers, committee chairs, and program directors in securing external funding.

## **Qualifications**

To perform this job successfully, an individual must possess exceptional communication and interpersonal skills, demonstrate a proven track record of leadership, and meet the education and experience requirements listed below.

### **Education**

- Advanced degree in the mathematical sciences or related field is required.

### **The Executive Director:**

- Must have senior-level management experience;
- Must be highly networked within the mathematical sciences community;
- Must have significant experience obtaining and managing external funding in collaborative settings;
- Should have experience working with a membership association or non-profit organization with a Board of Directors; and
- Should have experience with MAA at either the Section or National level with an understanding of and commitment to the sense of community that is fundamental to the MAA.

## **Working Conditions**

- MAA Headquarters in Washington, DC is the primary work location.
- Occasional weekend/evening work will be required to attend meetings and conferences on behalf of the organization.
- Annual travel of up to 20% may be required.

## **Salary and Benefits**

\$250,000.00-\$350,000.00

The MAA offers an excellent, comprehensive benefits plan, which includes health and ancillary insurance, a retirement plan with employer matching, disability, life insurance, paid time off and wellness reimbursement.

### **Start Date:**

September 1, 2026

## **Application Materials**

Interested parties should send a cover letter indicating how they satisfy the qualifications along with a resume to [shenze@tpo-inc.com](mailto:shenze@tpo-inc.com).

## **Deadline**

Applicants whose application materials are complete by June 30th will be fully considered.

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