

Job Posting & Description for VMEA Executive Director

Virginia Music Educators Association announces a search to fill the position of State Executive Director. This is a part-time, 30 hour per week position. The Executive Director of VMEA works from their home office. VMEA is an individual membership association for music educators, PreK-College. The association publishes a professional journal three times per year. It also produces an annual conference with more than 2,000 attendees.

Applicants should have a strong understanding of music education, advocacy and arts education issues, coupled with comprehensive management experience.

Interested applicants should submit the following electronically to Annamarie Bollino by March 15, 2020 at annamarietollino@gmail.com:

- Professional resume
- One-page narrative speaking to the candidate's qualifications and interest in this position
- Two professional reference letters that speak to the candidate's experience and skill set

*Annual starting salary shall be negotiated based upon experience and background.

**The candidate will be working along with the current Executive Director from June 2020 until November 2020 and assume full duties on December 1, 2020.

Invited candidates will be interviewed at the All-State Event in Richmond, VA on Thursday, April 23rd.

QUALIFICATIONS

- proven record of organizational leadership
- excellent oral and written communication skills
- ability to build consensus with a Board of Directors and organizational stakeholders
- proven ability to manage human and capital resources to achieve stated goals
- proven ability to build and manage programs to achieve organization's goals and objectives
- passion for growing the organization to serve current and future needs of Association
- analytical approach to problem solving
- bachelor's degree from a four year college or university
- professional experience in program management, raising/accessing funding, and managing programs/organizations

JOB RESPONSIBILITIES

CENTRAL OFFICE FACILITIES

- maintain daily office, answer telephone, receive shipments
- maintain a calendar of events, documents, records and files, and supplies
- serve as registered agent for the Association
- service email inquiries
- develop, support, and update website and email systems
- execute contracts and commitments, defining duties and expectations, and informing the board on contract status

BUSINESS OPERATIONS

- oversee organization's assets and resources
- develop/review/sign/execute contracts, certificates of insurance, or other agreements necessary to operations
- submission of grants, administrative records and reports as required by funders

- compliance with regulatory authorities and submission of required forms and document in a timely fashion

MEETINGS AND EVENTS

- work with planning committees to plan and implement annual conference, workshops, and membership meeting(s)
- provide on-site management of events
- assist with the development/layout of printed material/flyers, etc.
- develop/review/sign/execute contracts or other agreements necessary to meetings
- assist with conference scheduling and registration
- maintain records of VMEA events, including performance assessments, awards (i.e. Blue Ribbon, membership), and event reporting

MEMBERSHIP INQUIRIES/COMMUNICATION

- respond promptly to telephone and email
- maintain NAFME Membership Database
- publish and distribute general membership mailings, newsletters, and articles, and maintain appropriate mailing list
- facilitate communication amongst VMEA membership and NAFME

BOARD AND COMMITTEE FUNCTIONS

- maintain Board files, including governing documents, policies, and procedures
- assist and advise the Board, while adhering to board-established policies and procedures
- prepare Board meeting packets, including agenda, and email/post prior to meetings
- make logistical arrangements for meetings
- assist President's Committee in developing meeting agendas
- oversee elections

STRATEGIC PLANNING AND IMPLEMENTATION

- successfully manage, implement, and achieve goals and objectives by establishing programs and procedures
- anticipate emerging issues and position the Association for strategic changes
- work with the Board to update the strategic plan
- establish clear annual operating goals and objectives consist with the strategic plan and in alignment with the annual budget
- develop and implement a long-term financial strategy to ensure financial viability
 - identify resources requirements for current and future programs and projects
 - identify, develop, and grow a diversified revenue base
 - develop and sustain relationships with key donors and funders
- develop and manage sponsorships
 - maintain existing sponsorship relationships and develop new connections to secure additional sponsorships
 - manage all aspects of the sponsorship process such as development of the prospectus, processing of contracts, advertising, and general correspondence
 - collaborate with various sections across the Association to develop sponsorship opportunities for various projects and member benefits

PUBLIC RELATIONS

- promote awareness, understanding, and support for the mission and agenda with appropriate agencies, elected and appointed officials, allied industry organizations, and private companies (industry)
- respond to inquire for information about the Association
- represent the Association at functions, including all VMEA meetings and events, all NAFME meetings and events, and Virginia Coalition for Fine Arts Education meetings
- participate in Hill Day Advocacy in Washington, DC in June and Richmond, VA in January