

Minnesota Association of School Administrators (MASA)
JOB DESCRIPTION

Position Title: Manager of Accounting, Events and Business Partnerships

Reports To: Executive Director

Job Summary: The Director of Professional Learning is responsible for planning professional development to meet the needs of both MASA and its affiliate, the Minnesota Association for Special Education Administrators (MASE). The Director will develop diverse approaches to meeting those needs. The Director is the chief organizer and facilitator of conferences, events, professional development sessions for members and governing boards, and committee meetings for both organizations. The Director will negotiate contracts for all conferences and events, coordinate awards, conduct and facilitate training sessions, develop budgets, and establish strong relationships with members, business partners, education organizations/agencies, others in the field of education and those not directly involved in education yet who desire to partner and support MASA's passion for ensuring equitable outcomes for every student.

Essential Duties and Responsibilities:

60% Plan professional development for Minnesota's school leaders

- A. Identify member professional development needs and develop diverse approaches to meeting those needs
- B. Identify instructional objectives according to the adopted Standards for Professional Learning
- C. Work with committees to determine topic/theme/outcomes for specific audiences
- D. Develop partnerships to extend the association's ability to deliver diverse professional development
- E. Research locations and negotiate venue contracts
- F. Create event agendas/schedules
- G. Develop budgets for PD initiatives
- H. Write key messaging to articulate initiative themes and outcomes
- I. Identify/recommend/select pertinent speakers
- J. Negotiate speaker contracts
- K. Assist in the recruitment of business sponsorships
- L. Plan content and identify speakers for induction programs
- M. Evaluate professional development offerings and alter programming for improvement
- N. Provide board and committee training as needed
- O. Lead/supervise staff activities around professional development
- P. Appropriately use learning technologies

10% Support association boards and committees and participate in committees serving the wider education community

- A. Attend board meetings, provide reports and presentations as needed
- B. Develop committee agendas as needed
- C. Facilitate committee meetings as needed
- D. Participate as a member of MASA and MASE Committees
- E. Participate in task forces and other committees in the wider education community (ie MDE, BOSA, higher ed, etc.)

10% Demonstrate collaborative leadership responsive to MASA and MASE vision and mission.

- A. Understand and model association values, as well as ethical, moral leadership
- B. Provide purpose and direction for association staff
- C. Formulate strategic plans and goals with staff and committees
- D. Set priorities in the context of member needs
- E. Delegate and empower others at appropriate levels
- F. Develop and manage budgets
- G. Recruit and hire staff in collaboration with Executive Director
- H. Apply the legal requirements for staff/association relationships
- I. Provide staff feedback to improve performance

5% Assist with the development of MASA and MASE business relationships

- A. Research potential businesses that may have interest in membership/partnership/sponsorship
- B. Support recruitment of business partners

C. Develop and maintain relationships with businesses

3% Provide leadership for awards and recognition programs for MASA and MASE

- A. Assist MASA and MASE nominating committees with strategies to identify potential award recipients
- B. Integrate award presentations with conference schedules
- C. Brand new awards and articulate award profile and selection criteria
- D. Develop and maintain sponsoring partnerships
- E. Lead/supervise staff activities around award and recognitions

2% Support MASA and MASE foundation activities

- A. Plan and integrate foundation activities into pertinent conferences
- B. Serve ex officio for the MASA Foundation trustees

Perform other duties as assigned or requested.

Work Requirements and Characteristics:

Education/Certification Requirements:

- Master's degree and considerable successful experience in E-12 education required

Experience:

- Experience leading and facilitating a variety of adult learning experiences
- Experience leading professional learning for teachers and educational staff preferred
- Prior school leadership experience preferred

Essential Skills/Characteristics Required:

- Ability to manage multiple projects concurrently
- Excellent listening, written and spoken communication skills
- Excellent facilitation and collaboration skills
- Ability to manage budgets
- Ability to negotiate contracts on behalf of the organization
- Ability to identify, organize and deliver educational content for association purposes
- Ability to supervise effectively
- Ability to advocate on behalf of the role public education plays in a democratic society
- Remain current and informed with regard to education issues, research, and practice
- Ability to establish and maintain working partnerships with school districts and school leadership
- Ability to maintain confidentiality in all aspects of the work

Machines, Tools, Equipment, Electronic Devices and Software Required:

- Basic office software - google suite experience a plus
- Presentation/design software
- Desktop/laptop/printer and similar office equipment
- Ability to manage and trouble shoot virtual and in-person presentations simultaneously

Physical Job Requirements:

- Position involves extended periods of sitting while working on a computer
- Position involves extended periods of times standing during conferences and while supporting professional learning
- Position involves working with a computer screen for long periods of time
- Position involves work at multiple locations and venues across the state

Mental Job Requirements:

- Position involves extending a high level of attention to multiple concurrent projects

- Position involves a high volume of reading
- Position involves a high level of creativity
- Position is accountable to many committee and board leaders
- Position involves maintaining and modeling a calm and purposeful demeanor
- Position involves multi-tasking and meeting deadlines
- Position involves bringing people of diverse perspectives and experiences together to work as a team to support learning and growth

Working Conditions:

- Position involves home office conditions except when needed for meetings or conferences
- Position involves driving to meetings/events
- Position involves occasional overnight travel
- Position involves occasional evening/weekend event attendance

Job Outcomes:

- Support/promote K-12 education in the State of MN by supporting Minnesota's School Leaders.
- Project a professional, cooperative and collaborative attitude with association members, staff, and partnering organizations.
- Association members report high level of satisfaction with professional development resources
- Staff members report a high level of satisfaction with their relationships with the association
- Business partners express a high level of satisfaction with their experiences with MASA
- MASE receives excellent and appropriate service in accordance with the service contract
- Budget targets (revenue and expenses) are realized
- Board and committee members express that they have high quality experiences where their expertise and participation are valued and their time contribution is worthwhile

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.