



Missouri Alliance *for Arts Education*

Executive Director Position

Overview

The Missouri Alliance for Arts Education (MAAE) announces an opening for an Executive Director. The position requires a candidate with extensive experience in arts education, which could include service as a classroom teacher, teaching artist, grantor, or administrator. Experience in nonprofit management and grant writing is desirable. The ideal candidate will have a positive approach to problem solving, utilize collaborative processes for decision making, and possess excellent written and oral communication skills.

Timeline

Applications will be accepted from September 15 through November 1, 2019. Finalists will be selected and interviewed between November 15 and the middle of December. The successful applicant will be notified following the January 18th board meeting. MAAE reserves the right to open the application process again, should no suitable candidate be found. The selected candidate will work with the current Executive Director in a training/transition capacity in the spring and will assume full duties at the beginning of the fiscal year (July 1, 2020).

Job Description

Duties include:

- Grant research, writing and compliance
- Manage organization finances, in cooperation with the Treasurer, including proper reporting in a timely fashion to the Board and necessary Government agencies
- Attend and report about each monthly Missouri State Board of Education meeting in Jefferson City
- Attend and/or present at member arts education organization conferences
- Communicate and collaborate with leaders of member arts education organizations

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- Represent MAAE at state and national advocacy meetings or delegating such representation to members of the Board
- Oversee planning and organization of Fine Arts Education Day each spring at the State Capitol
- Oversee Show-Me Arts, the student arts advocacy organization
- Report at each meeting of MAAE's Board on E.D. activities and the overall status of the organization
- Participate in monthly executive board Zoom meetings or conference calls
- All other duties as assigned

Compensation

Compensation is tied directly to the success of the Executive Director and Board in securing adequate funding for the organization. Current compensation is \$2,000 per month, plus travel and supply expenses. No benefits are currently provided by MAAE, with the exception of the employer portion of applicable payroll taxes.

Contact Information

Please send a letter of application, complete resume and at least 3 letters of reference from those who can vouch for professional activity and character traits to:

MAAE
c/o Jeff Sandquist, Chair
10700 Davidson
Rolla, MO 65401

The applicant acknowledges that submission of an application authorizes the search committee to conduct background checks, contact references and execute all proper due diligence in examining the applicant's ability to assume the duties of this position.

Applicant questions about MAAE or the application process may be directed to Jeff Sandquist, MAAE Chair at 573-368-8535 or jsndqst@gmail.com

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