



## **CAREER OPPORTUNITY**

**Job Title:** Executive Director, Maryland Music Educators Association  
**Reports To:** Association President and Executive Board  
**Location:** Glen Burnie, Maryland (Office is Virtual)

### **ABOUT MARYLAND MUSIC EDUCATORS ASSOCIATION**

Maryland Music Educators Association (MMEA) is the professional association for the school music teachers of Maryland. MMEA is a 501(c)(3) incorporated in the State of Maryland. The Maryland Music Educators Association is a leading advocate for music education encompassing a broad range of cultural and musical experiences and the right of every student to experience the power of music.

The more than 600 teacher members are from every geographic jurisdiction of the state as well as from every level -- early childhood through the institutions of higher learning of the state. They teach in public, private and parochial schools. MMEA is an affiliate of the National Association for Music Education and the National Federation of High School Associations.

### **Position Overview**

The Executive Director administers and coordinates the operations of the Maryland Music Educators Association in accordance with the rules and regulations governing 501(c)(3) organizations. The Executive Director supports and assists MMEA officers and component officers in the execution of their duties and implementation of the MMEA Strategic Plan. The Executive Director is sensitive to the interrelationships between people and their function within the Association, and views Diversity Equity, Inclusion, and Access as central to the work of the Association. The Executive Director is responsible for keeping the MMEA leadership informed of all of their professional activities and is directly supervised by the MMEA President or their designee.

### **Essential Job Functions**

The Executive Director is expected to proactively and efficiently manage all aspects of the organization's activities and business. This is to be done in cooperation with and at the direction of the Executive Board. The Executive Director is expected to collaborate with the Executive Board and membership to promote initiatives that reflect current trends in music education.

### **Examples of duties and responsibilities**

The responsibilities below are illustrative of those expected of the Executive Director and are not all-inclusive.

1. Administration and Finance
  - a. Maintains financial accounts.
  - b. Pays bills.
  - c. Hires and supervises full and part-time employees.
  - d. Manages all aspects of the MMEA virtual office.
  - e. Maintains and documents communication with the membership and other appropriate parties.
  - f. Prepares and submits grant proposals and follow-up reports.
2. Professional Development Events
  - a. Supervises operations and logistics of conferences.
  - b. Secures facilities.
  - c. Oversees contracts for Professional Development Events.
  - d. Assists officers of component organizations in identifying and obtaining materials and equipment needed for conferences.
3. Student Events
  - a. Supervises operations and logistics.
  - b. Executes contracts for adjudicators, conductors, and recording companies.
  - c. Secures facilities.
  - d. Communicates festival schedules, audition results, and festival ratings to participating teachers and all county music supervisors.
  - e. Oversees purchase and distribution of medals, recordings, certificates, and other paraphernalia.
  - f. Oversees audition and publication processes.

**Qualification requirements**

1. Education: Bachelor's degree from a four-year college or university or an equivalent amount of education and experience. Preferred degree in Arts Management or similar.
2. Thorough understanding of the legal management of a 501 (c)(3) not-for-profit association.
3. Thorough understanding of best practices in financial management including budget preparation, analysis, decision-making, and reporting.
4. Demonstrated fluency with current technology practices in communication, event management, and record keeping.
5. Excellent organizational skills including planning, delegating, program development, and task facilitation.
6. Preferred experience with arts association management.
7. Ability to develop strong professional relationships amongst stakeholders and external partners.
8. Strong written and oral communication skills, ability to engage diverse volunteer and donor groups.
9. Willingness and ability to work a varied schedule that meets the needs of a busy schedule of events.
10. Must have a valid driver's license.

**Salary range of \$60,000 to \$90,000 commensurate with experience and qualifications with possible incentives for association growth targets. Healthcare Benefits**

**Applications will be reviewed starting April 15, 2022 until the position is filled.**

**How to Apply**

Please send resumes and cover letters to the Executive Director Search Committee [mdmeaexdirsearch@gmail.com](mailto:mdmeaexdirsearch@gmail.com).

Only qualified individuals being considered will be contacted for an interview.