



## **Minnesota Association of Independent Schools Executive Director Job Description**

The Minnesota Association of Independent Schools (MAIS) seeks to hire an Executive Director. [MAIS](#) is a consortium of 15 schools with the following mission:

To support and connect independent schools in Minnesota by:

- Working to foster and preserve the independence and freedom of choice in education.
- Providing a forum for professional development and the exchange of ideas among faculty and staff.
- Fostering communication, collaboration, and support across leadership at member schools.
- Promoting the features and benefits of independent schools to prospective families and employees.

The Executive Director reports to the MAIS President and is responsible for the organization's website, budget, communications and staying current with matters relating to the work of independent schools. This is a part-time position of 15-20 hours a week with flexible hours. The person must have internet access, independent school knowledge, budget experience and be willing to travel to the participating schools and to attend conferences held out of state.

### **Essential Functions and Responsibilities:**

- Planning, arranging, organizing and attending meetings of the MAIS Heads. Sending notifications for these meetings and taking meeting notes.
- Researching and sharing with MAIS Heads fresh ideas for strategic and programmatic growth of the organization.
- Staying current on independent school issues by attending national and regional conferences, reading publications and participating in online independent school communities.
- Attending select MAIS affinity group meetings and reporting back to the Heads affinity group conversation themes and trends.
- Keeping the website current with school news, job openings and upcoming events.
- Working with the MAIS Treasurer to manage the finances of the organization.
- Handling the logistics for the MAIS Conference, a professional learning opportunity for faculty and administrators from member schools, which is held once every three years.

Interested individuals should submit a cover letter and resume to Anne Stavney, MAIS President (The Blake School, 110 Blake Road S, Hopkins, MN 55343 or [astavney@blakeschool.org](mailto:astavney@blakeschool.org)) by Monday, February 12, 2018.

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