

Job Posting & Description for VMEA Executive Director

Virginia Music Educators Association announces a search to fill the position of State Executive Director.

About Virginia Music Educators Association

Virginia Music Educators Association (VMEA) is the professional association for the school music teachers of Virginia. VMEA is a 501(c)(3) incorporated in the Commonwealth of Virginia. VMEA provides mutual helpfulness to its membership and promotes the advancement of music education through schools and other educational institutions. Our Mission is to promote quality education by providing leadership, instructional resources, and professional development opportunities for Virginia's music educators. VMEA is comprised of over 1500 individual members throughout the Commonwealth and from every level from early childhood through higher education. VMEA is an affiliated state unit of NAFME - The National Association for Music Education.

Position Overview

The Executive Director administers and coordinates the operations of the Virginia Music Educators Association in accordance with the rules and regulations governing 501(c)(3) organizations. This is a part-time position that is directly supervised by the VMEA President's Committee. The Executive Director is expected to proactively and efficiently manage all aspects of the organization's activities and business in coordination with the Executive Board. 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 Alice Hammel at hammela@mac.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.
Applicants will be reviewed starting May 15, 2022 until the position is filled.

Qualifications

- proven record of organizational leadership
- excellent oral and written communication skills
- ability to build consensus with a Board of Directors and organizational stakeholders
- thorough understanding of the legal management of a 501 (c)(3) not-for-profit association
- 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
- ability to develop strong professional relationships amongst stakeholders and external partners
- strong written and oral communication skills, ability to engage diverse volunteers and donors
- bachelor's degree from a four year college or university

Job Responsibilities

Administration & Business Operations

- maintain a calendar of events, documents, records and files, and supplies
- serve as registered agent for the Association
- respond promptly to telephone and email
- develop, support, and update all marketing/communication systems, including website, newsletter distribution, and social media
- assist with the development/layout of printed material/flyers, etc.

- execute contracts and commitments, defining duties and expectations, and informing the board on contract status
- 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
- maintain records of VMEA events, including performance assessments, awards (i.e. Blue Ribbon, membership), and event reporting
- oversee elections
- represent the Association at events and functions (VMEA, NAFME, Virginia Coalition for Fine Arts Education, Nation Federation of High Schools)

Events & Board 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
- provide on-site management of events
- work with planning committees to plan and implement annual conference, workshops, and membership meeting(s)

Strategic Planning & 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
- develop and manage sponsorships