



MASBA

MEXICAN-AMERICAN SCHOOL BOARD MEMBERS ASSOCIATION

MASBA Executive Director - Job Description

The Executive Director is the key management leader of the Mexican American School Board Members Association (MASBA). The Executive Director is responsible for overseeing the administration, programs, legislative agenda and strategic plan of the organization as determined and directed by the Board of Directors (the "Board"). Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board.

GENERAL RESPONSIBILITIES:

1) Board Governance: Works as directed by the Board in order to fulfill the organization mission.

- Responsible for leading MASBA in a manner that supports and guides the organization's Mission as determined by the Board;
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions;
- Direct collaboration with the MASBA President to plan quarterly meetings providing the Board with 30-day's notice prior to each meeting;
- Assist the Board in defining the mission, beliefs, policies, objectives and strategies of MASBA.

2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of MASBA, to include submission to the Board of a proposed annual budget for their consideration and monthly financial statements prepared by the Board's Treasurer, which accurately reflect the financial condition of the organization;
- Responsible for fiscal management that generally anticipates operating within the Board's approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position;
- Responsible for fundraising and developing other resources necessary as directed by the Board to support MASBA's Mission.

3) Organization Mission and Strategy: Works with Board and staff to ensure that the Mission is fulfilled through programs, strategic planning and community outreach.



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- Responsible for implementation of MASBA's Board approved programs, and reporting on the status of implemented programs; and identifying opportunities that support and furthers the organization's mission;
- Responsible for strategic planning to ensure that MASBA can successfully fulfill its Mission into the future;
- Responsible for the enhancement of MASBA's image by being active and visible in the community and by working closely with other professional, civic and private organizations;
- Implement and execute strategic and operational plans as directed by the Board, to include periodic review and existing programs and services, to ensure accomplishment of annual and long-range objectives and strategies of MASBA.

4) Organization Operations. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible effective administration of MASBA operations;
- Responsible for the hiring and retention of competent, qualified staff including ongoing staff development as directed by the Board to ensure continuous improvement of the organization;
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization as directed by the Board;
- Maintain constructive relationships with member districts, clients and patrons of MASBA including other educational associations, state government, business groups and higher education.

PROFESSIONAL QUALIFICATIONS:

- Possess a Bachelor's Degree (Masters preferred)
- Transparent and high-integrity leadership
- Three (3) or more years of senior nonprofit management experience
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of MASBA's strategic future to staff, board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups



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- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability
- Understanding of all relevant social media platforms

JOB RESPONSIBILITIES:

1. Planning and operation of annual budget.
2. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
3. Serving as MASBA's primary spokesperson to the organization's constituents, the media and the general public.
4. Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance MASBA's Mission.
5. Report to and work closely with the Board to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization throughout the State.
6. Supervise, collaborate with organization staff.
7. Strategic planning and implementation.
8. Oversee organization Board and committee meetings.
9. Oversee marketing and other communications efforts including the management of each social media platform associated with the organization.
10. Review and approve contracts for services.
11. Propose relevant legislative policies consistent with the organization's mission.
12. Other duties as assigned by the Board to promote the development and Mission of MASBA.

Salary is commensurate with experience and other qualifications. No profit sharing or health benefits will be provided.

The online application file should include:

- Letter of Interest
- Current Resume
- Brief Description of Major Accomplishments/Career Vita
- List of References
- College/University Transcripts

Email resumes to: armandorodrigueztexas@gmail.com



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