

Indiana Music Educators Association

Job Description

Title: Executive Director

Supervised by: IMEA Board of Directors

Summary of Position:

Under the general guidance of the Board of Directors, the Executive Director is responsible for the implementation of IMEA's mission and vision throughout the state of Indiana. The Executive Director has primary responsibility over the association's operations, finances, programs and daily activities.

Major Responsibilities:

Advocacy/Leadership of the Profession

- Serves as the "knowledge-hub" for the organization and will respond to inquiries from members, legislators, and other constituents in a professional and timely manner
- Develops, with input from the board, the association's priorities as they relate to advocacy for music educators and students
- Prepares and shares correspondence with appropriate constituents related to issues of importance in the field of music education
- Participates in/leads activities that relate to furthering music education in the state of Indiana
- Develops relationships with and may be active in councils/agencies/committees/individuals affiliated with programs that partner with IMEA
- Maintains relationship with The National Association for Music Education

Development/Finances

- Explores and applies for appropriate funding opportunities that further the mission of IMEA
- Explores potential sponsorships, partnerships and business relationships that will work to solidify the association
- Oversees the finances of the association and will proactively communicate to the board of directors, any issues of importance related to finances
- Facilitates the financial planning and budgeting process for the association and will assist the board in anticipating upcoming financial needs/barriers

Board Development

- Provides administrative support for the board of directors, committees and committee chairs
- Brings items of importance to the board's attention and provides information to board members for the purposes of planning and decision-making
- Communicates with incoming board members and officers, the expectations, responsibilities, and policies that are vital to their respective roles.
- Maintains all organizational and board records

Programs

- Provides direction and guidance to volunteers and committee chairs regarding programs and events sponsored by the association (ex. annual conference, Circle the State with Song, Noncompetitive Festival)

- Negotiates contracts and agreements with appropriate parties related to the association's programs and events

Other

- Assures that the association is in compliance with financial and program reporting requirements, legal standards and adheres to a high level of ethics
- Manages the overall operations of the association
- Must exercise administrative judgment and assume responsibility for decisions, consequences and results having an impact on people, costs, and/or quality of service
- Is sensitive to the interrelationship of both people and functions within the organization and among members and other external constituents.
- Facilitates the production and dissemination of all association publications and communications
- Travels as necessary throughout the state, and to divisional board meetings and national meetings

Recommended Qualifications and Education:

- A minimum of a bachelor's degree plus a minimum of five years experience or involvement in music education, arts administration, music business, organization management or related field.
- Ability to demonstrate knowledge about the field of music education
- A passion for furthering the education of students and teachers, specifically as it relates to music
- Ability to communicate professionally both orally and in writing
- Demonstrated skills in the areas of financial management, grant-writing and/or fundraising, advocacy, communications and public relations.
- Basic familiarity with software such as Microsoft Office products, FileMaker and QuickBooks required.
- Individual should reside in the central Indiana area **or** may live outside of central Indiana and have the ability to work remotely. It is expected that if individual lives outside of central Indiana, frequent communications with and/or travel to the Indianapolis area may be necessary.

Preferred Qualifications:

The preferred candidate will have a personal or professional understanding of the experiences, challenges and expectations related to music education, and have demonstrated leadership and organizational management skills. Candidate will have the ability to speak and interact professionally with members, legislators, and other key constituents. Candidates with Masters Degrees or Doctoral degrees may also apply.