

## Executive Director Job Description

### **COMPANY**

MENC: The National Association for Music Education

### **LOCATION**

Reston, Virginia

### **REPORTING RELATIONSHIP**

The Executive Director reports to MENC National Executive Board of Directors.

### **ASSOCIATION BACKGROUND**

MENC is a not-for-profit association of music educators, musicians, the music industry, and others involved in all phases of music education. Through the MENC's programs, partnerships, resources, and the vision of its members, the association is dedicated to advancing music education by encouraging the study and making of music by all. MENC is among the world's largest arts education organizations. Through its membership of more than 75,000 active, retired, and pre-service music teachers, as well as 60,000 honor students and supporters, MENC serves millions of students nationwide at all levels, from preschool to graduate school. There are MENC federated state associations in all 50 states, the District of Columbia and Europe, as well as 13 affiliated organizations. MENC provides a wide array of services to support music education and music educators, including print and web-based resources, professional development conferences and workshops, and strategic partnerships. The organization is recognized as the national voice for music teaching, and as such represents the field in national initiatives and advocacy. MENC has an annual revenue of \$7 million and a full-time staff of 50. ([www.menc.org](http://www.menc.org))

### **RESPONSIBILITIES**

The Executive Director (ED) leads and manages the overall operations and staff of the Association in accordance with policies and goals established by the National Executive Board. The ED is responsible for managing the development of the MENC Strategic Plan, annual business plans and budgets and ensuring their effective execution. Further responsibilities include: leading and developing a strong, results-oriented staff focused on achieving the Association's goals and objectives and delivering high quality services, programs, and educational offerings to the leadership and membership.

The Executive Director will be responsible for the following:

- Implementing the vision of the National Executive Board for the Association.
- Managing the operations of the Association
- Providing leadership to the staff, including responsibility for hiring, training, supervising, and, when necessary, dismissing staff.
- Providing advice and counsel to the appointed and elected officers and members to ensure the achievement of the Association's mission and goals.
- Managing the strategic planning process in conjunction with the National Executive Board.
- Overseeing and managing the development of the budget of the Association.
- Identifying new sources of revenue.
- Developing and implementing a robust membership retention and attraction program, and ensuring that the Association's offerings are aligned to the needs of the membership.
- Building and enhancing relationships with the National Executive Board and the division and state leadership.
- Demonstrating responsiveness to the needs of the division and state music education associations (MEAs).
- Ensuring compliance with all legal and regulatory requirements applicable to the operation of the Association.
- Leading a results-oriented, responsive, and well-integrated senior management team focused on goals and objectives designed to meet the needs of MENC's growing membership.
- Articulating clearly the issues of concern to MENC and the music education profession and serving as an effective advocate for the interests of music education in interactions with other associations, business groups, the music industry, government policymakers, and other organizations as directed by the President and the National Executive Board.
- Champion the visibility of the organization with all of its publics.
- Overseeing and participating in the implementation of MENC's governance structure.

## **QUALIFICATIONS**

In light of these responsibilities, the successful candidate will have:

- Demonstrated skill in both the strategic and the business aspects of association management, a record for building a results-oriented staff, and the ability to implement objectives effectively and within budget.
- An understanding of the issues facing the music education profession.

- A strong record of successful fiscal management and experience managing a budget and staff of scope and size similar to that of MENC.
- Strong communications and listening skills, including the ability to articulate clearly MENC's message and to command the respect of an audience.
- Outstanding skills in building relationships within a diverse membership organization and with other organizations, business groups and coalitions.
- Demonstrated skills in negotiating and building consensus.
- Demonstrated skill as a team builder, including the recruitment, development, and supervision of staff.
- A history of demonstrated success in fundraising and developing sources of non-dues revenue.
- An understanding of business issues as they affect associations, a knowledge of how associations can work most effectively, and a familiarity with the legal issues relating to association management.
- A global vision and an ability to understand and anticipate emerging trends as they might affect MENC.

## **PERSONAL CHARACTERISTICS**

The Executive Director will have:

- A record of unquestioned integrity and strong personal character, a keen sense of protocol and a clear reputation for ethical conduct.
- Proven leadership ability and demonstrated business management skills.
- Strong strategic thinking skills.
- Strong listening skills.
- An entrepreneurial spirit.
- Sufficient self-confidence to place service over ego.
- Diplomatic skills necessary to reach common ground and build alliances without compromising MENC's interests and the ability to command the respect of colleagues and political communities.
- The ability to build and maintain key relationships through networking.
- An understanding of the role of Executive Director that supports, rather than competes with or supplants, the policymaking role and responsibilities of elected leaders.
- An understanding that the Association belongs to the members, and a willingness to put members and mission first.
- An ability to work in a decisive manner in an action/results-oriented, decision-making environment.
- A reputation for being energetic, intelligent, hard working, enthusiastic and willing to offer opinions and judgments.

- An excellent fit for MENC's culture, considering both members and staff.
- A disposition suited to a changing environment and the capacity to be an agent for change.

## **EDUCATION**

An undergraduate degree is required. Advanced degree is desirable.

## **ELIGIBILITY**

Applicants for the position of Executive Director may not be:

- a current member of the MENC National Executive Board.
- a candidate for the MENC National Executive Board.

Final candidates must be available for interviews on March 24 and/or March 25, 2010.

## **COMPENSATION**

A competitive compensation package will be provided to attract outstanding candidates.

## **TO APPLY**

Submit a complete curriculum vitae or resume including employment history, education, professional qualifications, honors and awards, publications, and professional memberships. References will be requested by the Search firm at a later date. Submit your applications to Jim Zaniello, Association Strategies, Inc. at [jim@assnstrategies.com](mailto:jim@assnstrategies.com).

## **DEADLINE FOR APPLICATIONS**

February 15, 2010

## **FOR FURTHER INFORMATION**

See the MENC website <http://www.menc.org/>.

**Posted:** December 18, 2009

**MENC** is an Equal Opportunity Employer and supports the concept of workforce diversity. MENC considers applicants for all positions without regard to race, color, sex, religion, national origin, age, sexual orientation, marital or veteran status, the presence of non-job related medical condition or handicap, or any legally protected status, and invites all qualified candidates to apply.