

Managing Director, Equity & Member Services

The National School Boards Association (NSBA) is seeking an experienced individual to work with the Chief Equity and Member Services Officer to manage the day-to-day operations of the department. EMS is comprised of State Association Services, Organization of State Association Executive Directors (OSAED), Equity Programming & Signature Events, the Center for Safe Schools, National Connection, BuyBoard, and the Equity Councils (AIAN, CUBE, NBC, NHC).

Essential Functions and Responsibilities

- Responsible for implementing operational strategies of the department aligned with NSBA's strategic plan.
- Persuasively articulate the mission, goals and program priorities of the department in written and oral forums.
- Responsible for developing member-focused engagement strategies aligned with member identified needs.
- Responsible for the design and delivery of presentations as needed on a variety of issues impacting state association management.
- Responsible for monitoring state specific issues that influence public education, public policy and other matters that impact the overall administration and operation of public education systems.
- Responsible for assessing strategy, response, and tactics to assist state associations on key issues that impact their work.
- Possess extensive knowledge and understanding of research and data related to public education including practices, policies and beliefs that impact educational equity.
- Develop an annual report focusing on NSBA engagement (activity tracking) with state association members.
- Develop an annual impact report of all activities of the Equity and Member Services Department.
- Collaborate with other educational groups as necessary to facilitate and communicate the mission, vision and goals of NSBA.
- Develop presentation materials, including research, slides, scripts, talking points and proposal collateral for meetings, conferences, and other events as necessary.
- Utilize metrics and reporting to track progress towards goals, and to keep the leadership team apprised of successes and challenges.
- Summarize and analyze education reports and findings, including new research and data, and interpret implications for state association members and public education generally.
- Oversight of the design, delivery and evaluation of department programs and services (Member State Associations, Equity Councils, the Center for Safe Schools, National Connection and BuyBoard).
- Collaborate with NSBA's federal, legal, advocacy and communications/marketing staff to ensure the engagement of NSBA in important state-specific initiatives, federal projects or other areas of importance to achieve NSBA's mission.
- Work collaboratively with Business Development to solicit, maintain, and develop financial and in-kind support to achieve department and organization goals.
- Oversee scheduling, pricing, and technical performance of departmental programs.
- Ensure master plans and schedules are followed, determine solutions to program challenges.
- Manage department budgets effectively and adjust expenditures as necessary.
- Perform other duties as assigned.

Required Qualifications

Required:

- Bachelor's degree in Education or a related field.
- 5 years' experience working with nonprofit, membership organization, education or government/quasi government entity.
- 5-7 years of supervisory experience including mentoring, training and evaluating junior staff.
- Possess clear understanding of school board governance and public education; experience developing programming for diverse audiences; program management experience; supervisory experience; excellent oral and written communication skills.
- Comprehensive knowledge and understanding of legislative and public policy issues impacting state associations, state entities, and public education.
- Thorough knowledge and grasp of education equity and public policy in urban, rural and suburban settings.
- Must possess strong interpersonal, oral and written communications skills.
- Ability to handle complex projects and develop strong working relationships with/among diverse groups.

Preferred: Graduate degree in education or related field (law, public policy, public administration)
National non-profit experience with federation membership model.

How to Apply

Qualified applicants should send resume, cover letter & salary requirements to: NSBA, Attn: HR/Managing Director, Equity and Member Services, 1680 Duke Street, 2FL, Alexandria, VA 22314-3493. Resumes may be e-mailed to jobs@nsba.org.