EXECUTIVE DIRECTOR

The Minnesota Music Educators Association (MMEA) is seeking applicants for the position of Executive Director. The Minnesota Music Educators Association, in existence for over 70 years and headquartered in Brooklyn Park, Minnesota, is the state affiliate of the National Association for Music Education. MMEA's mission is high-quality music education for every student. To achieve this mission, MMEA provides resources for its 1,000+ members, including an annual in-service conference and an online journal, Interval. MMEA also sponsors All-State Bands, Choirs, Orchestra, and Jazz Ensemble, and provides festival opportunities for elementary and junior high students. MMEA does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, political affiliation, or military status.

Main Areas of Responsibility

▪ Serve as the chief executive officer of the organization
▪ Implement board policy and coordinate all activities of the association and its foundation
▪ Hire and manage staff
▪ Organize innovative sponsorships for member development
▪ Attend association-sponsored activities
▪ Maintain the headquarters office and equipment

Desired Qualifications

▪ Administrative experience in nonprofit or education related setting
▪ Interest or experience in music education
▪ Budget and financial management experience
▪ Excellent communication, interpersonal, and organizational skills
▪ Proven public relations skills
▪ Event or meeting planning experience
▪ Technologically competent
▪ Master's degree preferred

Conditions of Employment

▪ Start date: June 1, 2021
▪ Initial two-year contract with review after six months.
▪ Salary commensurate with experience.
▪ Benefits include health insurance, life insurance, disability insurance, retirement plan, vacation and sick leave.

Application Procedure

▪ Cover letter
▪ Resume or LinkedIn
▪ College transcripts
▪ Three letters of recommendation

Send completed applications to:

info@mmea.org with subject line: Executive Director Search
Or
Search Committee
Minnesota Music Educators Association
PO Box 43956
Brooklyn Park, MN 55443

Deadline for full consideration is April 15, 2021.

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