

New England League of Middle Schools  
Job Description

## EXECUTIVE DIRECTOR

May 2018

### **JOB GOAL**

The Executive Director of the New England League of Middle Schools is a visionary educational leader who assists members to improve student learning for young adolescents in the 21<sup>st</sup> Century. The Director is a vital link between identifying and addressing membership needs and the development and marketing of programs and practices.

### **QUALIFICATIONS**

The Executive Director is a professional educator with extensive middle level professional and leadership experience. A thorough knowledge and understanding of school improvement, professional development, and educational change in a middle school setting is required. The Director must have a clear understanding of organizational development, understanding of budgeting, marketing, and financial reporting. The use of technology to deliver professional development services is essential. The individual should possess an advanced degree(s) and must be articulate and collegial in working with members, the Board and office personnel.

### **RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR**

- Oversees member services
- Serves as the director of professional services and is responsible for programs offered and developed
- Serves as the Chief Financial Officer of the League
- Develops and manages a marketing plan
- Serves as the League's spokesperson in developing relationships with key stakeholders (i.e. state organizations, colleges, etc.)
- Writes general and targeted grant proposals to secure funding to support new and ongoing programming.

Salary Range: \$90,000 - \$96,000. Additional incentive based compensation can increase with successful procurement of grant funding and revenue growth that supports the NELMS vision and mission.

Applicants must submit a resume & 3 letters of reference by June 22, 2018

Submit Application Package to:

Executive Director Search Committee  
New England League of Middle Schools  
50 High Street, Suite 10  
North Andover, MA 01845