

**Maine ASBO
Executive Director
Job Description**

Title: Executive Director
Reports to: Maine ASBO Board of Directors

Job Goal:

- To assist and lead Maine ASBO in achieving its current and future goals and objectives as defined by the Maine ASBO Board of Directors

Qualifications:

- Bachelor's Degree preferred
- Proven experience in school business, leadership and management
- Demonstrated reliability in terms of previous employment
- Ability to build and sustain community and professional relationships and partnerships with school business officials, the Maine Department of Education, school law firms and other collaborative partners
- Ability to multitask and be detail oriented
- Exceptional written, oral and presentation skills

Performance Responsibilities:

- Develop and promote the purpose and vision of Maine ASBO
- Maintain and develop relationships with organizations, business managers and vendors
- Organize membership business meetings throughout the year.
- Organize professional development opportunities and sessions for the membership
- Stay abreast of legislative developments for Maine and nationally and to communicate these to the membership
- Maintain and improve communication with the membership including, but not limited to, website, emails and newsletters.
- Increase membership in the organization for both business managers and vendors
- Perform marketing efforts for Maine ASBO
- Serve as an ad-hoc member on all committees
- Maintain and improve relationships with ASBO International and other state ASBO associations
- Maintain and improve communication with the membership including, but not limited to, database management, website, email, list serve and newsletters
- Manage membership dues billing to include updating the database for new annual dues amount, issuing invoices and following up on invoice payments
- All other duties and responsibilities as assigned by the Maine ASBO Board of Directors

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

The employee is frequently required to sit, stand, climb stairs, lift (ranging from 25-50 pounds) bend, pull, push, walk, kneel, crouch and perform other physical tasks that may be required from time to time.

Terms of Employment:

Salaried year-round position. Working conditions, hours and salary will be determined by the Maine ASBO Board of Directors

Evaluation:

Performance of this job position will be evaluated by the Maine ASBO Board of Directors

Note:

The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at the present or in the future.