



Mid-Atlantic Association of IB World Schools



JOB DESCRIPTION – EXECUTIVE DIRECTOR

The Mid-Atlantic Association of IB World Schools fosters a collaborative environment for all members to serve and advocate for IB World Schools throughout the Mid-Atlantic region.

Educate – Participate – Lead

The Executive Director is a strategic and innovative leader who works collaboratively with the IBMA Executive board in executing the vision, mission and goals of the organization.

The IBMA Executive Director is responsible for:

- Executing the vision, mission and goals of the IBMA by collaborating with the IBMA Executive Board.
- Serve as the chief operations executive of the organization and professional advisor to the Board
- Direct the products and services offered by IBMA to its member schools including, but not limited to the Summer Academy, College Fair and Orientations
- Recommend appropriate policies for consideration
- Assist the Board in developing a long-range plan for the organization
- Implement all policies adopted by the Board
- Inform the Board fully and accurately regarding programs.
- Develop a budget (in conjunction with the President and Treasurer) and keep the Board up to date on any and all budget issues.
- Assisting the treasurer with financial affairs such as developing a budget, completion of incorporation, and completion of internal revenue documents.
- Interpret the needs of the programs and present professional recommendations on all problems and issues considered by the board.
- Represent the organization in the greater community
- Serve as main contact for schools and others soliciting information
- Maintain current database of member schools and coordinators
- Soliciting new members from within the IBMA region.
- Establish registration site for Orientation, College Fair, Summer Academy and any other events hosted by the organization.
 - send invoices to schools that register for events online, but do not pay with credit cards
- Send invoices to schools for IB-MA membership dues
- Work with Treasurer to follow up on membership dues and send reminders as needed.
- Help recruit vendors for IB-MA events
- Attending the IB Americas Regional Heads Meeting.
- Handling public relations on behalf of IB-MA.
- Handling coordination of legislative affairs if the need occurs.
- Complete other duties as they arise.
- Serve as liaison with IB Americas



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- Be respectful of differing opinions
- Be open minded to diverse ideas
- Actively participate in board meetings, annual Board planning retreat and annual meeting
- Participate in annual board self - assessment
- Review Board meeting materials before the meeting
- Participate in a yearly evaluation of performance.

Qualifications

- Minimum of five (5) years of experience as an IB educator preferred.
- Demonstrated leadership of successful project management including educational professional development.
- Experience working collaboratively with teachers, administrators and parents.
- Ability to manage through ambiguity and assist others in arriving at workable solutions when clear answers are unknown
- Ability to travel locally, nationally and internationally. Possess a valid Motor Vehicle Operator's license and have daily access to a car.
- Demonstrated proficiency with business technology applications (e.g. Microsoft Office Suite-Word, Excel, Outlook, and/or PowerPoint preferred).
- Excellent written and verbal communication skills.
- Creative and innovative; ability to work collaboratively and independently; self-starter.
- Minimum of 5 years of experience planning events preferred.
- Knowledgeable about IB Programmes (PYP, MYP, DP and IBCC) preferred.

Compensation

The Executive Director will work an average of 10 hours per week. This is a salaried position (\$15,000 annually) with a possibility of earning bonuses. While benefits are not included, travel expenses will be reimbursed.