



JOB DESCRIPTION MISSISSIPPI ASSOCIATION OF PARTNERS IN EDUCATION DIRECTOR

The director of the Mississippi Association of Partners in Education (MAPE) is hired by and reports to the Board of Directors of MAPE. The director of MAPE will work an average of four hours per day, Monday through Friday, but must have a flexible schedule such that he or she is available for conferences and other meetings which may fall outside the “normal” work schedule.

- Organize, direct and manage all aspects of the operation of MAPE.
- Work with the Board to raise money for MAPE from a variety of sources through memberships and special events to ensure that MAPE has sufficient funds to support its operations and programs.
- Research, identify and cultivate major donors and funding opportunities.
- Maintain required minutes and files of all Board and Executive Committee meetings, major donors, projects, and grants.
- Maintain a master calendar of MAPE events to ensure that appointments, reports, campaigns, newsletters, the grants process and office functions are accomplished in a timely and efficient manner.
- Create the annual budget to be approved by the MAPE Board at its February meeting each year.
- Pay bills, make bank deposits, oversee tax preparation, maintain Quickbooks.
- Serve as an advocate for MAPE to the public and work with the Board and the Communications Committee to ensure MAPE is in the public eye.
- Produce written materials needed to promote MAPE.
- Produce and distribute two newsletters each year.
- Oversee content on MAPE web site.
- Oversee social media
- Work with the MAPE President to develop board meeting agendas and materials for the annual planning meeting.
- Oversee any MAPE Grants program.
- Participate in activities that address issues related to school and community/business partnerships.
- Ensure that MAPE adheres to all legal and other requirements for 501c3 model organizations.
- Assist with other functions of MAPE as needed.

EDUCATION AND EXPERIENCE:

Bachelor's degree. At least three years of experience in a management and/or supervisory position and/or experience in managing a 501c3 non-profit organization.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to work as a responsible, self-managed leader, acting without day-to-day supervision.
2. Ability to hire and oversee contract employees.
3. Ability to coordinate with other organizations for events and programs.
4. Experience in long and short-term planning, organizing and motivating.
5. Demonstrated history of successful fund raising.
6. Demonstrated integrity and high ethical standards of thinking, working and relating to others.
7. Excellent verbal and written communication, group facilitation, and public speaking skills.
8. Ability to gather, interpret and organize data and prepare comprehensive written reports.
9. Ability to create and work within a budget.
10. A passion for improving community/business support for public schools and, in turn, for the advancement of students in Mississippi.
11. Proficiency with MS Word, Excel, Powerpoint, and Quickbooks.
12. Proficiency in social media platforms.

Additional information about MAPE may be found at www.mapie.org

Cover letter and resume may be emailed to mspartnersined@gmail.com. Applications will be accepted until the position is filled.

Salary is in the range of \$20,000-\$25,000 per year for the part-time position. The position may be contract. An employment contract will be negotiated with the person selected for the position.