



## Job Description

Last Updated: 02/25/2019

**POSITION TITLE:** Executive Director

**PRIMARY FUNCTION:** This full-time position serves as the chief executive officer of the organization. The Executive Director is responsible for the overall performance and delivery of products and services provided by the organization.

**CLASSIFICATIONS:** Professional – Exempt

**REPORTS TO:** Board of Directors

### MAJOR DUTIES AND RESPONSIBILITIES:

This position carries out responsibilities in the following functional areas: ongoing communication with the Board of Directors, managing personnel, budgeting and providing innovative leadership.

- Advise the Board of Directors on matters related to current and future operations of the organization.
- Organize and plan for the Board of Directors meetings. Prepare policy, budget and personnel recommendations, financial reports, Board agendas and supporting information for the Board of Directors.
- Create and monitor an annual budget as approved by the Board of Directors.
- Manage financing and line of credit from banking institutions.
- Develop and recommend policies and procedures necessary to carry out the policies and objectives as established by the Board of Directors.
- Cultivate and monitor the progress of goals and objectives as approved by the Board of Directors.
- Coordinate and seek legal advice on matters requiring legal support as directed by the Board of Directors.
- Manage facilities maintenance, improvements, and tenants. Direct the development of necessary capital improvement plans.
- Monitor the progress of departmental personnel. Supervise employees, giving work direction as circumstances require. Coordinate activities between all functions of the organization.
- Develop and present to the Board of Directors and participating school districts an annual report of the status of the organization.
- Construct and administer needs assessment tools to determine needs of member school districts.

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- Provide support, guidance and direction in the development of new projects from the idea stage to the new product stage, to the implementation stage, to the end-of product life/transition including development and facilitation of governing policies, operating procedures, service contracts, revenue/expenditure projections, financial resources, staffing, facilities, etc.
- Maintain public relations and communications, and ensure a positive relationship with a variety of outside agencies and organizations (school district representatives, MN Dept. of Ed, Legislative representatives, Regional Directors, MASA, MSBA, MASBO, MASE and other appropriate agencies and organizations).
- Actively engage in marketing and sales strategies for all organizational products and services. Measure outcomes and return on investment of specific campaigns. Monitor sales pipeline activity for all organizational products and services.
- Take an active role in current and potential new business and partnership development with relationship to identification of market and member district needs.
- Actively participate in establishing a culture of strong internal employee and external customer engagement with the organization and the organization's products and services.
- Actively take part in Regional Director Meetings and the cooperative oversight of the development of the SMART Software application.
- Manage cmERDC's role of direct employee supervision of the SMART Systems Development Team (SSD).
- Some travel required.
  
- Important Notice: This job description is not an exclusive or exhaustive list of all job functions that an individual in this position may be asked to perform. Duties and responsibilities can be changed, expanded, reduced or delegated by the Board of Directors to meet the business needs of the organization.

### **JOB QUALIFICATIONS:**

Education:	Regardless of educational background, focus will be on an understanding of the K-12 market, leadership and business experience. Master's or Advanced degree in Management Information Systems, Educational Administration, Business Administration, or related field preferred but not required.
Job Related Experience:	Five years in an organizational management role in educational computing, educational management, or related experience. Effective delivery of products and services to school district or public sector and private sector experience preferable.
Supervision:	Ability to work with limited supervision. Must be self-directed.
Problem Solving:	Experience creatively solving general day-to-day operational business problems.
Business Experience:	Strong organizational leadership management skills. Successful experience in business and partnership development, marketing, and sales.

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Research & Development: Keen sense of entrepreneurial leadership qualities in recognizing business opportunities and the resources needed to bring about a new service concept to full implementation status.

Written Communications: Strong written communication skills required.

Verbal Communications: Strong verbal communications skills required. This includes the ability to listen carefully.

Software: Highly skilled in the use of word processing, spreadsheet and database software. A strong understanding of customer relationship management (CRM) solutions, help desk applications, social media platforms for communications and content delivery and e-commerce solutions.

Customer Relations: Display a high level of professionalism. Exhibit courtesy, empathy and tact toward staff and customers.

Task Management: Ability to organize, set priorities, handle multiple tasks, identify importance and maintain flexibility. Ability to handle details, support multiple individuals and manage multiple projects. Requires flexibility in scheduling to solve crisis situations or meet deadlines.

Other: Driver's license required.