

# MAAE Executive Director

## Job Description

**Role:** Serves as primary representative of MAAE. Works in collaboration with Financial Officer/Membership Chair, Board of Directors, and Executive Committee to develop and implement programs and services of the Alliance.

### **Responsibilities:**

In collaboration with Financial Officer/Membership Chair...

- Guides day-to-day operations of the Alliance, including public phone, address, email; responding to public requests for information
- Monitors arts, arts education, and education legislation and policy at both state and local levels.
- Supervises paid staff, contractors, and interns
- Manages programming and service initiatives of the Alliance
- Manages programs and initiatives of the organization, maintains the calendar, promotes and publicizes events, files reports required by funding agencies.
- Works with Financial Officer, President, and Executive Committee to establish annual work plan and budget; sets agendas for board meetings and updates long range plan.
- Provides support and guidance for Alliance committees and task forces.
- Serves as one of the official representatives of the Alliance at events and conferences.
- Serves as primary contact person for state agency partners and other collaborating organizations.
- Maintains ongoing relationships with key arts, arts, education, education, community, corporate, and other key leaders.
- Collaborates with Financial Officer, President, and Board Members on fundraising, including grant writing and reporting, membership, and Forum
- Helps Financial Officer with financial management.
- Responsible for managing evaluation of Alliance programs and services with Project Directors, including data collection and analysis of impact of efforts, and reporting on Alliance work to key partners, funders, and the KCAAEN.
- Serves as primary contact for KCAAEN.
- Communicates with Board and membership via digital newsletter publications, which are published in collaboration with Financial/Membership Director