

Job Description

MAAE Financial and Membership Director

Role: Serves as financial officer and membership chair for MAAE. Works with Board of Directors and Executive Committee to develop and implement programs with organization's funds.

Responsibilities:

In collaboration with Executive Director...

- Handles all financial aspects of MAAE, including membership, grant funds, and Forum.
 - Collaborates on fundraising, including grant writing and reporting, membership development and fulfillment of member benefits.
 - Responsible for financial management, including reports to funders and KCAAEN and yearly financial review.
 - Keeps checkbook, credit card, makes all deposits.
 - Provides written financial and membership reports at each Alliance meeting.
- Responsible for notifying members of membership renewals.
- Serves as website liaison (with Alliance webmaster) to get information posted to members re arts, arts education, and education legislation and policy.
- Helps to guide day-to-day operations of the Alliance
- Collaborates to establish annual work plan, budget, and agendas for meetings
- Serves as one of the official representatives of the Alliance at events and conferences
- Records minutes at official meetings
- Participates as a teaching artist and arts advocate in all Alliance interactions