



EXECUTIVE DIRECTOR SEARCH

The Nebraska Music Education Association (NMEA) is a voluntary, 501(c)(3) nonprofit organization governed by an elected Board of Directors. Our membership represents all phases of music education in schools, colleges, universities, and teacher-education institutions. Currently, NMEA has approximately 1,200 members from across the state of Nebraska, and membership is open to all persons engaged in music teaching or other music educational work. **Our Mission:** The Nebraska Music Education Association is committed to building a robust statewide community of qualified music educators and allies by **cultivating** genuine relationships, **advancing** music education, and **advocating** for the profession.

About the position: The Executive Director must exhibit organizational leadership skills with excellent oral and written communication skills. It is important that they relate to and build consensus with the board of directors and work to build relationships with membership and all other stakeholders. This person must manage both human and capital resources to achieve the organization's goals, build and manage programs and have a passion for growing the organization to serve its current and future needs with a creative approach to problem solving.

Responsibilities:

- Provide central office facilities and services
- Manage business operations
- All aspects of membership inquiries and communication
- Manage and maintain all board and committee functions
- Assist with strategic planning and implementation
- Assist with and promote public relations and advocacy efforts
- Work with the board and planning committees for all meetings and events, including a yearly statewide membership conference and all-state.
- Responsible to the Board of Directors, specifically to the president
- Directs all hired employees for the association
- Works to build positive relationships with association membership.

Experience:

- Experience in the field of music and/or music education
- Bachelor's degree from a four-year college or university, with a graduate degree preferred but not required.
- Experience in program management, raising/accessing funding and managing programs/organizations.

To apply, please send a cover letter, resume, and three letters of reference as pdfs to:

Executive Director

Nebraska Music Education Association

executive@nmeanebraska.org

Applications will be accepted until January 7, 2022