

Please note: This position is not a role at Friends School of Minnesota, rather a role at the Minnesota Association of Independent schools, of which Friends School of Minnesota is a member school.

About Minnesota Association of Independent Schools (MAIS)

The Minnesota Association of Independent Schools (MAIS) is made up of seventeen private, independent schools accredited by the Independent Schools Association of the Central States (ISACS).

Our Mission is to support and connect Independent Schools in Minnesota by:

- Working to foster and preserve the independence and freedom of choice in education
- Providing a forum for professional development and the exchange of ideas among faculty and staff
- Fostering communication, collaboration, and support across leadership at member schools
- Promoting the features and benefits of Independent Schools to prospective families and employees

Learn more at <https://www.mn-ais.org/>

Position Overview

The Minnesota Association of Independent Schools (MAIS) is looking for its next Executive Director. The ideal candidate for this position has spent time working in independent schools – as a teacher and/or administrator – and brings a deep understanding of the independent school landscape.

This is a part time position (15-20 hours per week), with the exact hours varying depending on the week. This position reports to the MAIS President.

Candidates should expect occasional out-of-state, overnight travel and must have reliable technology, including a computer, monitor(s), printer/scanner, internet access, and a cell phone.

The compensation range for this role is \$27-32/hour.

Essential Functions and Responsibilities

- **Support Member School Heads**
 - Plan, coordinate, and attend HOS quarterly meetings.
 - Serve as filter and conduit for information from outside organizations (MN Dept of Ed, MN Dept of Health, MN Independent School Forum (MISF), ISACS, ISAnet).
 - Coordinate additional meetings, as necessary.
- **Support MAIS Affinity Groups**
 - Attend meetings and track group work and priorities.
 - Report important information back to the Heads.
 - Invite groups to present at Board Meetings (ex. Admissions, finance, etc)
 - Track affinity group membership and leadership.
- **Support MAIS TSC (Teachers Services Committee)**
 - Attend TSC meetings.

- Collaborate with and support committee members with initiatives - including a spring Affinity Day in non-conference years.
- **Lead Tri-Annual MAIS Conference Planning**
 - Provide overall leadership, vision, and coordination for the tri-annual MAIS Conference.
 - Work closely with the TSC and conference committees to design program themes, recruit keynote and breakout session speakers, and oversee logistics.
 - Manage timelines, budgets, and vendor relationships to ensure a high-quality experience for attendees.
 - Serve as primary liaison between MAIS, host sites, and partner organizations.
- **Manage Operations**
 - Daily monitoring of MAIS inbox.
 - Track relevant school contact information, committee membership, etc. in MAIS CRM.
 - Financials: create annual budget, review monthly bank statements, provide reimbursements, etc. (working closely with MAIS Treasurer).
 - Technology: manage MAIS website content, MAIS Google Suites, and other operations-related technical tools.
- **Legislative Advocacy & Government Relations**
 - Manage relationship with MAIS legal lobbyist.
 - Attend legislative session meetings that pertain to MAIS business.
 - Facilitate testifying before legislative subcommittees.
 - Meet with state legislators to promote and advance the MAIS agenda.
- **Representation & Professional Development**
 - Attend and represent MAIS at regular meetings and conferences, including four annual out-of-state conferences: NAIS, ISACS, ISAnet, and the ISACS Head of School Conference, as well as weekly and quarterly local meetings.
 - Stay current on independent school issues by attending national and regional conferences, reading publications, and participating in online independent school communities.
- **Strategic Growth**
 - Work with MAIS Heads to develop fresh ideas for strategic and programmatic growth of the organization.

Experience & Education Requirements

- Bachelor's Degree.
- A minimum of 3 years of experience working in independent schools.
- A minimum of 5 years of experience with non-profit operations.

MAIS is an equal opportunity employer.