

## **Wisconsin School Music Association Position Description**

**Job Title:** WSMA Executive Director

**Position Description:** The Executive Director supports music education in Wisconsin by leading and coordinating the activities of Wisconsin School Music Association, Wisconsin Music Educators Association, and Wisconsin Foundation for School Music.

**Relationships:** The position reports to the Board of Directors of Wisconsin School Music Association (WSMA), Wisconsin Music Educators Association (WMEA), and Wisconsin Foundation for School Music (WFSM). The position supervises the Program Directors, Program Manager, Development and Marketing Associate, Director of Communications, Professional Development Manager, and Finance Manager. The position works closely with all other members of the WSMA staff and certain volunteers. The position frequently interacts with music teachers and administrators in WSMA member schools, WSMA Volunteers and donors, and supporters of the WFSM.

**Position Type:** This is an ongoing budget-based position.

**Work Year:** This is a 52-week per year full-time position.

**Compensation and Fringe Benefits:** This is a salaried position with an individually negotiated compensation and fringe benefit package. Dependent on education and experience, the starting salary range is \$105,000-\$115,000 and includes fifteen (15) days of paid vacation.

**Schedule for Evaluation:** Annually in the month of December, the President of WMEA, WFSM, and WSMA will collaborate on a written evaluation of the Executive Director relative to his/her work with the Associations and Foundation. This will be coordinated by the WSMA President and Executive Committee of WSMA.

**Essential Outcomes, Functions, and Responsibilities:** (The following suggests the scope and focus of the position. It does not express every detail of the work.)

- I. Support the effective function of the Board of Directors of WSMA, WMEA, and WFSM.
  - Arrange, attend, and participate in all meetings of the Boards and Board committees.
  - Function as Secretary of the Boards and WFSM Trustees.
  - Present annual budget recommendations to the Boards and WFSM Trustees.
  - Initiate and guide the development of policies for Board and Trustees consideration and develop such administrative rules and procedures as may be necessary to implement Board and Foundation policies.
  - Advise the Boards and Trustees concerning all matters, including legal responsibilities, and interpret legislation relative to music education.

- Recommend action to the Boards and Trustees concerning all Association business.
- Lead and support Associations and Foundation strategic planning.
- Implement all directives of the Boards of Directors and Trustees.

## II. Manage the employees of WSMA, WMEA, and WFSM.

- Supervise staff. Ensure that all employees accomplish their essential outcomes, functions, and responsibilities relative to the work of the Associations and Foundation.
- Evaluate all employees.
- Employ the best-qualified and most competent employees available.
- Dismiss employees when necessary.
- Manage all personnel practices, and ensure that the Associations' personnel practices comply with all state and federal personnel laws and regulations.

## III. Supervise the financial management of WSMA, WMEA, and the fundraising and management of WFSM.

- Receive periodic financial reports from the Financial Manager to monitor the financial affairs of the Associations and Foundation.
- Periodically review financial and fund raising reports from the Director of Development for the Foundation to verify that the Foundation is meeting its program and fundraising goals.
- Serve as the "lead" major gifts officer to the Foundation, as necessary to procure sufficient gifts to meet goals of the annual fund and capital/major gifts campaign.
- Ensure that the Associations and Foundation remain within budget.

## IV. Oversee the programs of WMEA.

- Review plans and reports from the Conference and Operations Coordinator to ensure that the Wisconsin State Music Conference is successful.
- Approve budget, budget reports, required tax information, and other financial records prepared by the Finance Manager.

## IV. Oversee Tenants Space

- Develop and recruit appropriate tenants for available rental space.

- Negotiate leases with tenants.
- Manage rental spaces
- Promote positive tenant relations.

V. Make the Associations positive advocates for community music education.

- Represent the Associations before the public.
- Maintain good Association relationships with members and communities throughout the state.
- Oversee the Director of Communication's planning and implementation of a public relations plan for the Associations.
- Develop and implement a member relations program that seeks and responds to input from members regarding association programs and services.
- Serve as a music education advocate with legislators, other public leaders, and decision makers.

VI. Ensure that WSMA provides quality student activities, including composition projects, honors performance groups, solo, ensemble, large group festivals, and other programs.

- Oversee and support the plans of the Program Directors to ensure that all programs are well planned and implemented.
- Interpret festival rules as set forth by the WSMA Board of Directors.
- Review and execute contracts related to the Honors Projects.

VII. Maintain personal professional knowledge and competence.

- Attend conventions, conferences, and activities necessary to understand current trends, as well as management and leadership practices for professional associations.
- Enroll the Associations as members of relevant educational, business, and management associations or services and subscribe to appropriate professional services and publications.

VIII. Participate on Committees and Boards.

- Secretary/Treasurer, WSMA Board of Directors.
- Secretary of the WFSM Board of Trustees.
- Ex-official member of the WFSM Trustees committees.
- Member, WSMA Board Executive Committee

- Secretary, Wisconsin Music Educators Association
- Member, WMEA Board Executive Committee
- Member, WSMA Policy Committee
- Member, WMEA State Conference Committee
- Chair, WSMA Strategic Planning

**Skills/Knowledge Required:** All WSMA employees must be able to work in a team setting.

They must be able to support colleagues when required. The person in this position must be highly organized and time efficient in order to manage three complex organizations and the intricate relationships between them and their various constituencies. S/he must have highly developed interpersonal skills, and be an effective writer and public speaker. S/he must understand personnel law, and be able to apply it in the supervision of diverse professional employees. S/he must have extensive knowledge of public, private, and home school music programs in the State of Wisconsin. S/he must understand accounting standards and practices sufficiently to interpret financial reports, develop budgets, and communicate that information to the Boards and others. S/he must understand Apple computers and related software sufficiently to run standard office programs. S/he must be able to use other available technologies (e.g. MS Office Suite, Constant Contact to communicate with members and others, and Filemaker Pro for database management) and to contribute to changes in the website. S/he must understand processes for developing and interpreting organizational performance data and must be able to apply that information to effect program improvement. S/he must be able to motivate and lead communities composed of professional employees and volunteers. S/he must have the ability to participate in major gift fundraising.

**Required Education and/or Successful Experience:** Masters Degree in Educational Leadership, public management or a related field, at least three (3) years experience leading a complex public or private organization, and at least three (3) years experience working with a Board of Directors.

**Preferred Education or Successful Experience:** Earned Doctorate Degree in Educational Leadership, public management or a related field, at least five (5) years experience leading a complex public or private organization, at least five (5) years experience as music teacher or administrator in a WSMA member school, experience as a WSMA adjudicator, committee member, or similar, and at least five (5) years experience working with a Board of Directors.

**Required Certifications, Licenses, and Registrations:** None

**Preferred Certifications, Licenses, and Registrations:** Certification as a public school teacher or administrator.

**Physical Demands:** This position requires the ability to do normal office work and to interact with a diverse public. The position requires sufficient vocal ability and hearing to be an

effective public speaker, to respond to questions, and to engage in discussion in a normal office setting. The position requires the stamina to work occasional 12-hour days, to travel by car several days a month up to 300 miles for meetings and other activities, and to travel less frequently by air and other means to attend professional conferences or other meetings.

**Work Environment/Dynamics:** This position involves a normal office environment with occasional outside travel.

**Additional Requirements:** Determined by the WSMA Board of Directors.

**Background Check:** A background check is required for this position.

**Disclaimer:** The above statements describe the general nature and level of work being performed by people assigned to this position. They are not an exhaustive list of all responsibilities, duties, and skills required of the position. Conditions at WSMA are fluid, changing in some measure throughout the year. Every WSMA employee may, from time to time, be required to perform duties outside of his/her normal responsibilities.

**Precedence:** This job description supersedes all previous Wisconsin School Music Association job descriptions for this position.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Printed Name

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed

Revised 12/07/08; 01/12/09; 01/13/18

Approved 01/15/18