

An Invitation to Apply for

Executive Director

Small School Districts' Association (SSDA)

The Executive Director position reports directly to the Executive Committee. He/she is the key leader of the Small School Districts' Association. The Executive Director is responsible for overseeing administration, implementing programs, and following the strategic plan/ mission of the organization. Other key duties include fundraising, marketing, and outreach to other organizations. This is a full-time position that works out of the SSDA Sacramento office, with travel throughout the state required.

GENERAL RESPONSIBILITIES

Executive Director Works with the Executive Committee in order to fulfill the organization mission:

- Responsible for leading SSDA in a manner that supports and guides the organization's mission as defined by the Executive Committee
- Responsible for communicating effectively with the Executive Committee in a timely and accurate manner all information necessary for the Executive Committee to function properly and to make informed decisions
- Communicate with other stakeholders (District and COE members, County Coordinators and Associate members) to provide them with legislative updates, upcoming events, trainings, and grant opportunities
- Recruit and cultivate relationships with Associate and District members

Financial Performance and Viability Develops resources and events sufficient to ensure the financial health of the organization:

- Responsible for the fiscal integrity of SSDA, to include submission to the Executive Committee a proposed annual budget with quarterly financial statements, which accurately reflect the financial condition of the organization
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position



Application & Selection Process

Interested applicants must submit all of the following documents on or before:

Thursday, February 28, 2019
5:00 p.m.



- Personal letter of intent
- Resume including record of professional education and experience
- Letters from three to five professional references (three of which must be current)

During the process reference checks will be made to those individuals having knowledge of the candidates' professional performance.

Interviews will be held Thursday, April 4, 2019

Any candidate who attempts to influence the selection process will be automatically disqualified from further consideration.

Send completed application and related information to debra@ssda.org. SSDA is an equal opportunity employer.

Salary competitive and negotiable depending on experience.

***Please feel free to contact SSDA Executive Director Debra Pearson with any questions:
(916) 662-7212 office; (530) 415-1152 cell; or debra@ssda.org.***

Organization Operations Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate:

- Responsible for event planning of SSDA's spring Annual Conference, New Superintendents' Symposium, Eye On Education, Regional meetings, Superintendent Summits, and other trainings and workshops, as well as developing other resources necessary to support SSDA's mission
- Responsible for the effective administration of SSDA operations
- Responsible for the hiring and retention of competent, qualified staff
- Responsible for signing all agreements and other instruments made and entered into on behalf of the organization
- Works closely with Capitol Advisors to ensure that legislative priorities are being addressed

Professional Qualifications:

- Is passionate, responsive, and understands the unique needs of small school districts
- Is willing, able and interested to work with legislators
- Is hard working, well organized, and can handle multiple projects at once
- Is a innovative/forward thinking and a problem solver
- Is personable and well-spoken, both one-on-one and in public venues
- Has an open and outgoing personality that can connect with different management and leadership styles throughout the state
- Has an understanding of finances, as well as state and federal politics
- Enjoys working with industry vendors
- Small school district superintendency and/or management experience desired
- Previous experience with associations desired, but not required