

JOB TITLE: Assistant Executive Director

POSITIONS SUPERVISED: Director of Education, Director of Marketing and Communications, Director of Member Development, Regional Chapter Manager, Education Manager, Member Advisor, Regional Chapter Liaisons

JOB PURPOSE: The Assistant Executive Director, with the Executive Director, assures quality organizational results, meeting member needs and elevating the professionalism of school business officials. With the Executive Director and other relevant staff, the Assistant Executive Director is responsible for professional development, regional chapters, communications, financial planning, strategic planning, and association management and operations.

ESSENTIAL JOB RESPONSIBILITIES:

The Assistant Executive Director is responsible for leading and coordinating the following major functions of the Association by setting clear team goals, delegating tasks, monitoring team performance and providing training and coaching for team members:

1. Professional development (with the Director of Education, Director of Member Development, Education Manager, and Member Advisor), leads the association's overarching professional development program, coordinating efforts to ensure appropriate offerings to all areas of school business and all levels of experience, aligning and updating curriculum, managing and growing all PASBO committees and respective staff liaison work, and identifying new speakers and presenters.
2. Communications and marketing (with the Director of Marketing and Communications and relevant staff, coordinates communications and marketing plans for print publications, pasbolink, the website, email communications and social media; includes setting the editorial agenda for *PASBO Report*)
3. Regional chapters (with the Regional Chapter Manager and in coordination with the Executive Director, ensures effective communications between the association and regional chapters, coordinates collaboration amongst regional chapter leaders, regional chapter liaisons, and the association, ensures appropriate support for regional chapters and regional chapter leaders, and obtains information from regional chapters to guide professional development programming)
4. Interim program (with the Director of Member Development and Finance Manager, leads a program to develop, place, and recruit interim SBOs and implement, market, and grow the program)
5. School business consulting (with the Director of Member Development and other relevant staff, ensures effectiveness of the association's school business consulting program, including marketing the service to members and other school leaders, conducting the consultations and identifying other members to participate in consultations, developing reports, presenting reports to LEAs)
6. School business official pipeline (with the Director of Member Development, the Executive Director, and

other relevant staff, leads efforts to collect information, identify needs, and investigate opportunities to share information about school business careers with a broad audience to ensure future sustainability of school business careers; works with Director of Marketing and Communications to develop educational and marketing information for PASBO members and potential PASBO members)

The Assistant Executive Director works directly with the Executive Director and other relevant staff to provide support for the leadership and management of the following major functions of the association:

1. Technical assistance program (in conjunction with the Executive Director, Director of Research and Member Advisor, develops internal and external plans to provide technical assistance to members)
2. Strategic planning (with the Executive Director, leads efforts to advance the mission and vision of the association and to develop strategic priorities on an annual basis, evaluates the efficacy of association efforts to advance the mission and vision, identifies current and future membership needs, anticipates trends, redesigns delivery of member services with member input, identifies new strategic relationships, provides data and research to support organizational change and offers options to the Board)
3. Association operations and management (with the Executive Director, identifies short and long-term capital needs and corresponding expenditures, oversees the implementation of operational policies, IT programs, the hiring of contractors or consultants related to necessary building or association operations and the collaboration with PASA regarding shared office space; manages staff human resources needs and implements internal operational goals)
4. Association finances (with the Executive Director, Finance Manager, and staff, works to develop an annual budget for recommendation and presentation to the Board; adheres to audit recommendations and investment policy, determines appropriateness of expenditures, analyzes variances and anticipates long-term financial consequences of policies and activities, ensures programs, conferences and partnerships are meeting their financial goals)
5. External constituencies (with the Executive Director, develops and maintains relationships with key partners, sponsors, and others)

QUALIFICATIONS:

Bachelor's and Master's degrees required

A minimum of 8 years in school business or association management with progressively increasing responsibilities

Certified Association Executive credential preferred

PHYSICAL DEMANDS:

Typical of an office setting with required travel Ability to reach above and below the waist

Ability to use fingers to pick, feel and grasp objects

Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs. Ability to mostly sit with some walking, standing or moving throughout the building

SENSORY ABILITIES:

Visual acuity Auditory acuity

SPECIFIC SKILLS:

Must possess leadership skills Must possess computer skills
Ability to operate various office equipment