Position Title: Executive Director
Date Posted: September 28, 2020
Closing Date: October 23, 2020
Location: Virtual
Reports To: Board of Directors

SUMMARY

The State Educational Technology Directors Association (SETDA), the principal membership association representing digital learning leaders of U.S. states and territories, seeks candidates for its Executive Director (ED). Reporting to the SETDA Board of Directors, the ED has overall strategic and operational responsibility for SETDA's staff, initiatives, fiscal operations and execution of its vision and mission.

ESSENTIAL DUTIES

- State Member Support: Support state members through professional growth opportunities, fostering collaboration and encouraging communication
- Strategic Planning: Steward the Board approved strategic plan that guides the work of the organization
- National Leadership: Foster innovation in addressing educational technology issues that affect state members through efforts at the national level
- Advocacy: Deep understanding of state leadership needs and issues, and ability to advocate for causes that support policies and funding that enhance the interests of members and the organization as a whole
- Partner and Business Development: Initiate and foster partnerships with organizations that advance learning through educational technology
- Resource Development and Management: Maintain and strengthen SETDA's fiscal position by implementing various resource development strategies
- Board Relations: Work with the Board to set priorities and develop policies and procedures
- Organizational Management: Adeptly manage staff and internal operations of the organization

QUALIFICATIONS

The ideal candidate will have relevant experiences in organizational leadership and development, executive level team management, and a proven track record of collaborative building abilities.

- Master's degree or equivalent 36 credit hours of post baccalaureate coursework (two years of additional experience as defined above may be substituted for the master's degree)
- Minimum of 5 years of personnel management experience in leading teams, ideally virtually
- Demonstrated understanding of and proven record of designing educational technology programs pertinent to current teaching and learning needs (e.g., broadband Internet, open education resources, high-quality digital learning materials)
- Minimum 5 years of budget development, stewardship, and accountability
- Proven ability to develop and cultivate a network of national and international relationships within the educational community
- Experience coordinating educational technology at a state and/or organizational leadership level preferred

SKILLS

- Communications: Strong speaking, presenting, and writing capabilities (samples may be requested)
- Technology: Comfort with various cloud-based tools to assist with management, communications, and operations, including member-management, collaboration
- Finance: Demonstrated understanding and stewardship of multi-year budgets and general accounting practices; facile with advanced spreadsheet functions and accounting software

PHYSICAL DEMANDS

- The position doesn't require any strenuous work, with most activity concentrating on virtual meetings and collaboration.
- The position does require willingness to travel for event and advocacy work as needed.

WORK ENVIRONMENT

The ED role requires adept skill in remote work and team management. The position will manage, oversee, and evaluate staff virtually, except for in-person conferences. All staff receive a stipend to offset the costs of technology, telecommunications, and general office supplies.

SALARY

Competitive salary, commensurate with skills and experience, as well as strong employee benefits package.

DATE OF SERVICE

The Board looks for the chosen candidate to begin service as soon as possible, allowing for a reasonable time frame for her/him to offer notice to their current employer.

TO APPLY

More information about the State Educational Directors Association and its members, initiatives and programs may be found at www.setda.org. Applications are due by October 23, 2020 with review and interviews conducted in November. It is the intent to have a new Executive Director in place by January 1, 2020.

To apply, include a cover letter describing your interest, qualifications, resume, and availability. Send this information to chair@setda.org.