



EXECUTIVE SEARCH CONSULTANTS

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National Middle School Association
the association for middle level education

EXECUTIVE DIRECTOR PERFORMANCE PROFILE

The National Middle School Association (NMSA) is dedicated to improving the educational experience of young adolescents by providing vision, knowledge, and resources to all who serve them in order to develop healthy, productive, and ethical citizens. Since its inception in 1973, NMSA has been a voice for those committed to the educational and developmental needs of young adolescents. NMSA is the only national education association dedicated exclusively to those in the middle level grades.

The Executive Director position is ideal for a visionary association leader that motivates staff, inspires members, collaborates with partner organizations and advocates for the promotion of middle level education.

BACKGROUND

With over 20,000 members representing principals, teachers, central office personnel, professors, college students, parents, community leaders, and educational consultants across the United States, Canada, and 46 other countries, NMSA welcomes and provides support to anyone interested in the health and education of young adolescents. In addition, NMSA has a network of 58 affiliate organizations in the United States, Canada, Europe, and Australia that strengthens outreach to the regional, state, provincial, and local levels.

NMSA provides professional development, journals, books, research, and other valuable information to assist educators on an ongoing basis. The association's Annual Conference, attracting nearly 10,000 attendees, is one of the largest professional development events in education. NMSA published the highly acclaimed *This We Believe* and publishes *Middle School Journal* and *Middle Ground* magazine to support members throughout the year, in addition to publishing over 100 books on a wide variety of middle level education and development topics.

NMSA is an independent 501(c)(3) nonprofit organization and is financially sound with an operating budget of \$6 million and a staff of 25 committed professionals.

LOCATION

NMSA is located in Columbus, the capital and largest city in Ohio. The city has a diverse economy based on education, government, insurance, banking, fashion, defense, aviation, food, clothes, steel, energy, medical research, health care, hospitality, and retail. Modern Columbus has emerged as a technologically sophisticated city and it has weathered the recession better than other cities due to its diversified economy. Unemployment is low and the cost-of-living is below the national average. The city was ranked a top ten city by *Relocate America* in 2010 and *BusinessWeek* named the city as the best place in the country to raise a family in 2009. Median asking price for homes in Columbus is \$146,200 and the median home age is 31 years. Famous for being home to The Ohio State University (OSU), the nation's largest campus, other notable attractions in Columbus include the German Village, full of restored 19-century houses, cobbled streets and Queen Anne-style architecture, the spectacular Ohio Statehouse capitol building, and a number of impressive museums.

POSITION OVERVIEW

NMSA seeks an Executive Director who will lead with inspirational vision and effectively promote the organization's mission and strategic initiatives to internal and external constituencies. The E.D. provides trusted leadership, serving as an advocate for middle level education and young adolescents. The E.D. creates an environment that enables and provides the resources for staff to deliver relevant and meaningful products to members, affiliates and educators in a professional manner. This position reports to and works closely with a dedicated Board of Directors, comprised of passionate advocates for the mission of NMSA. Specifically, the E.D. is responsible for the following:

Leadership and Management

- Oversee the daily operations of the association. Manage an executive team of four highly effective leaders in the Operations, Finance, Membership and Professional Services departments.
- Adhere to the legal requirements and practices of a nonprofit association.
- Direct activities through meetings with the Board of Directors, Advisory Boards and Management Staff.
- Work collaboratively with management and the Board to develop annual and long-range goals and strategies for the organization.
- Maintain financial stability through effective resource allocation, and financial and program management.
- Maintain a high level of knowledge and understanding of educational research and membership association trends and practices.
- Lead the effort to continually improve the services and communications with the membership.
- Inspire the efforts to create and strengthen professional development for practitioners in middle grade education.
- Lead the budgeting process, working with the Board and Finance Staff for proper direction and oversight of NMSA finances.

External Relations

- Fully embrace the membership base, establishing best practices to grow and diversify membership.
- Engage the affiliate membership, comprised of 58 national and international organizations.
- Participate in the Annual Conference planning and implementation.
- Identify and cultivate relationships that will advance the development and resource acquisition efforts of NMSA.
- Act as media spokesperson to provide middle grade education information, and advocate for those served by the mission of NMSA. Explain NMSA services and garner national support.
- Provide big picture thinking about trends in the education field. Build and maintain relationships with national and regional leadership for the promotion of the NMSA mission.

Board Development

- Actively engage the Board in the work of NMSA through effective leadership.
- Establish current and long-range goals, and plans and policies subject to recommendation and/or approval by the Board of Directors. Implement new programs and program changes.

Advocacy

- Operate as an informed champion for middle grades education.
- Maintain a high level of exposure for NMSA with key policy makers and influencers.
- Advocate for and support the research and dissemination of information regarding middle grade education to the public at large.
- Collaborate with national, state, regional, and local partners and involve NMSA constituencies in efforts to further the organization's mission.

PERFORMANCE OBJECTIVES

The successful candidate will have accomplished the following after 12 months as the Executive Director of NMSA:

- Be recognized nationally as the leader of NMSA.
- Earn the trust and support of the management team, staff, and Board.
- Create a system of Performance Management and Evaluation for staff success and accountability.
- Lead the planning with the Board and implementation of the NMSA's Strategic Plan for year 2012.
- Assess the membership attraction and retention cycle; develop a plan to increase membership by 20% by fiscal year 2013-2014.
- Develop a diversified funding strategy and present it to the Board for implementation in 2012.

KNOWLEDGE, SKILLS AND ABILITIES

The ideal candidate possesses a blend of the following:

- Demonstrated business and financial management acumen, with prior successful experience managing an association of similar scope, scale, and purpose.
- A demonstrated passion for the mission of NMSA. Prior experience within the educational, psychological, or human development fields preferred.
- Master's Degree; plus ten years relevant experience and/or training; or equivalent combination of education and experience.
- Adept at managing communications and relationships across diverse audiences, including Board, staff, funders, representatives of the education field, public policy makers and elected officials, the media, partners, and collaborators. Comfortable and confident public presence.
- Experience with a variety of funding and financing, including foundation, government, private and other sources. Adept at understanding the requirements of these funding sources.
- A sense of entrepreneurial opportunism, with the ability to flex and adapt with changing conditions.
- Enthusiasm, energy, stamina, humility, and a sense of humor.
- Adept at building effective teams and motivating others to achieve more, particularly in complex and dynamic organizations.
- Integrity and trust beyond reproach. Composure in all situations, even when under stress.
- Enthusiasm about relocating to the Columbus, Ohio area and becoming a part of the community at large.

COMPENSATION

This position has an attractive compensation and benefits package, consistent with other associations of similar size, scope and scale of operations.

TO APPLY

Individuals wishing to discreetly discuss this role may contact Michelle Pagano Heck, Senior Consultant, Dewey & Kaye, 412-434-1335 or mheck@deweykaye.com. Qualified individuals may apply confidentially by submitting Resume, Curriculum Vitae, Cover Letter and Compensation Requirements as MS Word attachments to: resumes@deweykaye.com. Please reference the following in the subject line of your email: **National Middle School Association, Executive Director (MH #195-MH687)**

APPLICATION DEADLINE: April 15, 2011

***PLEASE NOTE: Qualified candidates identified for interviews will be invited to Columbus, Ohio, May 20-23, 2011.**

If you do not receive an email confirmation of your submission within 3 business days, please contact Dawn Kopp at dkopp@deweykaye.com or 412-434-1335.

Please direct all inquiries related to this position to Dewey & Kaye.

National Middle School Association is an Equal Opportunity Employer.