The Mid-Atlantic Association of IB World Schools fosters a collaborative environment for all members to serve and advocate for IB World Schools throughout the Mid-Atlantic region.

**Educate – Participate - Lead**

The Executive Director is a strategic and innovative leader who works collaboratively with the IBMA Executive board in executing the vision, mission and goals of the organization.

**The IBMA Executive Director is responsible for:**

- Executing the vision, mission and goals of the IBMA by collaborating with the IBMA Executive Board.
- Serve as the chief operations executive of the organization and professional advisor to the Board
- Direct the products and services offered by IBMA to its member schools including, but not limited to the Summer Academy, College Fair and Orientations
- Recommend appropriate policies for consideration
- Assist the Board in developing a long-range plan for the organization
- Implement all policies adopted by the Board
- Inform the Board fully and accurately regarding programs.
- Develop a budget (in conjunction with the President and Treasurer) and keep the Board up to date on any and all budget issues.
- Assisting the treasurer with financial affairs such as developing a budget, completion of incorporation, and completion of internal revenue documents.
- Interpret the needs of the programs and present professional recommendations on all problems and issues considered by the board.
- Represent the organization in the greater community
- Serve as main contact for schools and others soliciting information
- Maintain current database of member schools and coordinators
- Soliciting new members from within the IBMA region.
- Establish registration site for Orientation, College Fair, Summer Academy and any other events hosted by the organization.
  - o send invoices to schools that register for events online, but do not pay with credit cards
- Send invoices to schools for IB-MA membership dues
- Work with Treasurer to follow up on membership dues and send reminders as needed.
- Help recruit vendors for IB-MA events
- Attending the IB Americas Regional Heads Meeting.
- Handling public relations on behalf of IB-MA.
- Handling coordination of legislative affairs if the need occurs.
- Complete other duties as they arise.
- Serve as liaison with IB Americas
Be respectful of differing opinions
Be open minded to diverse ideas
Actively participate in board meetings, annual Board planning retreat and annual meeting
Participate in annual board self-assessment
Review Board meeting materials before the meeting
Participate in a yearly evaluation of performance.

Qualifications
- Minimum of five (5) years of experience as an IB educator preferred.
- Demonstrated leadership of successful project management including educational professional development.
- Experience working collaboratively with teachers, administrators and parents.
- Ability to manage through ambiguity and assist others in arriving at workable solutions when clear answers are unknown
- Ability to travel locally, nationally and internationally. Possess a valid Motor Vehicle Operator's license and have daily access to a car.
- Demonstrated proficiency with business technology applications (e.g. Microsoft Office Suite-Word, Excel, Outlook, and/or PowerPoint preferred).
- Excellent written and verbal communication skills.
- Creative and innovative; ability to work collaboratively and independently; self-starter.
- Minimum of 5 years of experience planning events preferred.
- Knowledgeable about IB Programmes (PYP, MYP, DP and IBCC) preferred.

Compensation
The Executive Director will work an average of 10 hours per week. This is a salaried position ($15,000 annually) with a possibility of earning bonuses. While benefits are not included, travel expenses will be reimbursed.