



Executive Director Position Description

The Mid-Atlantic Episcopal Schools Association (MAESA) supports a community of 40 non-profit Episcopal schools in Pennsylvania, Maryland, Delaware, Virginia, and DC. MAESA provides opportunities for Heads of school, administrators, and chaplains to meet regularly with colleagues from other Episcopal schools to explore topics of mutual interest. MAESA also promotes programs for teachers and students that enhance learning in our schools and encourage service in our surrounding communities.

Executive Director Position Summary:

The Executive Director serves as the primary person to build awareness of MAESA's programs, services, happenings, and mission and the organization's importance to the schools in its region. The Executive Director also plans, organizes, and executes the five signature events hosted by MAESA for its membership. This person serves as the liaison between the board and the schools and works creatively and strategically to strengthen the Episcopal school community and support the MAESA mission.

Position Details:

- Remote work
- Approximately 15 hours per week
- Mandatory attendance at MAESA events

Primary Responsibilities:

- Work closely with the board members and coordinate with the President to plan all board meetings.
- Work with board committee chairs of finance, governance, and outreach to plan committee meetings as needed during the year.
- Secure host school locations and plan and execute the following events with the school's personnel: Annual Membership Meeting and Luncheon (late September/early October), Episcopal Schools Day Celebration in Washington D.C. and Richmond, Va. (October), Early Childhood Educators' Conference (early November), Upper School Choral Evensong Festival (February), Scholars Fair (April), and Upper School Vestry Retreat. The majority of the Executive Director's time is spent on the planning and execution of these programs.
- Manage membership information and renewals and actively encourage new members through outreach to schools and their staff, cultivating participation

and engagement in MAESA programs. In June, the ED communicates annual membership renewal invitations to all MAESA schools and follows up as needed to complete the dues renewal cycle by August 31st.

- Manage financial transactions, track all debits and credits, and make deposits from MAESA programs and dues income into checking accounts. Coordinate fiscal reporting with the MAESA board treasurer (treasurer maintains Quickbooks) and oversee the annual tax filing with MAESA's CPA.
- Manage the renewal of various credentials and services for MAESA, including—but not limited to—MAESA's nonprofit annual filing online through the state of Maryland, annual insurance renewal, and payments of service agreements with web hosting providers.
- Develop and sustain, along with board member support, relationships with member schools and their respective dioceses, including regular communication and visits.
- Foster social and professional interaction among school members by organizing networking and professional activities.
- Promote and publicize MAESA news and events in appropriate printed materials and electronic formats, including maintaining the MAESA website and other social media vehicles, such as the MAESA Matters Newsletter.
- Research and assist board members with securing corporate sponsorship for MAESA events.
- Serve as the liaison to and strengthen communication with the National Association of Episcopal Schools.

Please forward a resume, cover letter, and list of references to Danny Vogelmann at dvogelman@w-e-s.org.