



ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

Executive Director Contractor Posting Half-Time, Contract Position

Background:

The Alaska Association of School Business Officials (ALASBO) is a professional association serving staff in Alaska's K-12 school districts, with a mission to promote the highest standards in school business practices (www.alasbo.org). ALASBO is affiliated with ASBO International. Under the direction of the ALASBO Board, the Executive Director will coordinate the association's professional development and networking activities.

Applicant Characteristics:

- Background in Alaska school business, strongly preferred
- Knowledge of Alaskan economics, education issues and legislative process, required
- Event planning experience, strongly preferred
- Bachelor's degree in related field, preferred
- Motivated self-starter
- Excellent verbal and written communication skills
- Proficiency in Microsoft Office and ability to learn new technology as needed

Essential Duties:

- Work closely with the Board in planning and coordinating the December Annual Conference in Anchorage, the spring Legislative Fly-In in Juneau, and the July Summer Leadership conference (location varies).
- Recruit and coordinate vendor participation in all association events.
- Manage member communication through email, maintenance of the association website, a quarterly newsletter and online platforms.
- Maintain a productive, professional relationship on the association's behalf with state agencies, profession associations, state and federal legislators, ASBO International and other ASBO affiliates.

- Monitor and provide input to legislative discussions on topics of interest to members.
- Assist the President with setting monthly Board meeting agendas and preparing for meetings.
- Coordinate member participation in out-of-state ASBO events and attend as association representative:
 - February Executive Leadership Forum
 - June ASBO Executive Director Group (AEDG)
 - Fall ASBO International Annual Meeting & Expo
- Support association committees in achieving their goals.
- Work with the President and Treasurer to develop annual budget and track expenses throughout the year.
- Follow association policy and procedures; recommend changes to the Board as needed.
- Facilitate implementation of the Board's Strategic Plan.
- Maintain and enhance revenue streams to enable financial stability.
- Develop and manage special projects and programs as requested.
- Collect and maintain association records, including historical records.

Contract Pay: \$35 – 40,000, depending on experience; no health or retirement benefits

Schedule:

- short-term training contract, late November to mid-December 2018
- full contract duties begin January 1, 2019

Summary of Travel Requirements - The following annual trips are paid by ALASBO for the Executive Director. The locations vary, except as noted:

- February – ASBO International Executive Leadership Forum
- Spring – Legislative Fly-In (Juneau)
- June – ASBO Executive Director Group summer meeting
- July – ALASBO Summer Leadership (Alaska location)
- Fall – ASBO International Annual Conference
- December – ALASBO Annual Conference (Anchorage)

Application Requirements:

- Letter of Interest
- Resume

For questions, contact: ALASBO President Cassee Olin, olinc@sitkaschools.org, 907-942-3722