



## MQEC Executive Director Position Announcement

August 19, 2021

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The Montana Quality Education Coalition Board of Directors announces the position of Executive Director is now open to qualified applicants. MQEC will be accepting proposals addressing the qualifications for the vacancy until September 14, 2021, with the MQEC Board planning to interview selected finalists during its September 21, 2021 Board of Directors meeting. The planned start date for the position is negotiable but would ideally begin in October 2021.

### Required Qualifications/Characteristics Needed for Success

- High energy, independent, with a strong work ethic and excellent communication skills
- A high degree of proficiency with technology-based communications, including but not limited to website development, design and dissemination of e-publications, social media management, database and listserv administration
- Prior demonstrable state-level experience in effective advocacy for public education
- A demonstrated commitment to and success in working with and facilitating consensus among a wide variety of school districts and people (e.g. east-west; large-small; urban-rural; natural resource-based; impact aid districts, increasing and/or decreasing ANB, trustees, administrators, teachers, people of American Indian ethnicity, etc.)
- An ability to work in a high stress environment, including long days, evenings and weekends when required, particularly during legislative sessions.

### Application Materials

Candidates will submit the following for consideration by the MQEC Board of Directors:

- Current Resume
- Letter of Interest, not to exceed one page
- A sample 3-page MQEC website (landing page plus two linked pages) highlighting important information about MQEC
- A sample newsletter article describing the important outcomes of the 2021 legislative session as they pertain to P-12 public education.
- Sample legislative testimony to the House Education committee expressing support of HB15 (K-12 biennial inflation bill), not to exceed one page.

### Other Pertinent Details

The MQEC Executive Director position is a 12-month, full-time, exempt position working under the supervision of the 17-member MQEC Board of Directors. The starting annual salary will range between \$85,000 and \$89,000 depending on experience and qualifications. MQEC

provides a comprehensive benefits package including 15% of salary for purchasing the benefits that meet the employee's needs, 3% of salary contributed to an IRA, and vacation & sick leave.

MQEC must have a strong presence in Helena to succeed in its mission and the successful candidate must be available on a daily basis in Helena throughout each year for applicable meetings and other responsibilities. Travel throughout the state of Montana is also anticipated, with attendance at the annual conferences of MASBO, MFPE, IISM, MREA, MTSBA, and SAM representing a minimum threshold in this regard.

**To apply or if you have questions about the position, please contact:**

Dianne Burke ([dburke@mqec.org](mailto:dburke@mqec.org), 406-449-4594) by September 14, 2021.