



## **AzTEA Description**

The Arizona Technology in Education Association (AzTEA) is a 501(c)(3) non-profit educational organization that believes all learners, no matter their age, position, cultural, geographic, or socio-economic situation, must participate in a robust digital learning environment to acquire the necessary skills and knowledge to be successful in today's connected world. AzTEA, as an affiliate of the International Society for Technology in Education (ISTE), has adopted and supports ISTE's mission to empower learners to flourish in a connected world by cultivating a passionate professional learning community, linking educators and partners, leveraging knowledge and expertise, advocating for strategic policies, and continually improving learning and teaching.

## **Job Overview**

The primary objectives for the Executive Director's position are to expand AzTEA's presence in the state, develop partnerships with other professional organizations, secure additional funding sources (grants, corporate sponsorships, etc.), and increase organization membership. This critical position is responsible for strategic planning, organizing, implementing, and development of operations within AzTEA. This is a salaried position, exempt from overtime pay. The responsibilities listed below can be accomplished individually or in conjunction with the committees while reporting to the Board.

The successful applicant will possess a deep understanding of current trends in education and the impact of educational technology. Skills in organizational management and communication are essential, as well as the ability to work as a collaborative team member with the AzTEA Board. The Board envisions that the bulk of the services provided can be accomplished from a "virtual office" setting, however travel throughout the state is required. The position is part-time and is not benefits eligible. Work hours are flexible depending on the needs of the organization. Appointment is for one year, this position is renewable for additional fiscal-year terms, with each fiscal year running July 1 to June 30, based on the availability of funds and satisfactory performance of duties. Salary is \$800 per month, plus incentives based on sponsorships and memberships.

## **Qualifications**

### **Required**

- Bachelor's degree in education, business, or a related field.
- Minimum five years experience with management or leadership.
- The position requires:



- excellent verbal and written communication skills, including oral presentation skills;
- ability to work in a productive and independent manner;
- organization and time management skills; and
- competence and comfort with technology.

Preferred: Extensive experience in education or nonprofit experience.

## Typical Duties

1. Coordinate with Partner Liaison to manage the AzTEA partnership program. Schedule and meet with current and potential AzTEA partner companies and organizations.
2. Coordinate AzTEA's responsibilities as an ISTE Affiliate including, but not limited to, attending ISTE online Executive Director's meetings and attending the ISTE annual conference.
3. Establish and maintain relevant partnerships with state leaders and other nonprofit organizations.
4. Promote AzTEA at area conferences and events. Produce promotional materials. Keep membership informed of events by coordinating with the communications committee.
5. Develop, assist with, and organize assorted fundraising events.
6. Organize or support the coordination of at least one annual conference.
7. Analyze AzTEA membership needs to develop creative ways to increase membership.
8. Work in conjunction with the board to seek additional revenue sources including new sponsorships and underwriting activities.
9. Supervise and work closely with the AZTEA Business Manager to keep track of revenue, balance, grant revenue, partnership agreements, and membership totals and lists.
10. Assist the Executive Board in coordinating standing committee work.
11. Attend all board meetings and retreats, and initiate special board meetings as required.
12. Maintain regular meetings with Board President and Executive Board as needed, preparing reports as requested. Keep Board updated between meetings as necessary.

As the Executive Director, you will:

1. Advocate for technology at the state and federal level
2. Partner with education leaders. You'll regularly interact with partners, building strong relationships and always be looking to expand membership benefits.
3. Think critically. Solving problems and determining solutions independently comes naturally to you.
4. Plan and execute smooth operations. Your planning will result in quality membership services.



5. Deliver crisp, clean messages. Whether in writing or on the phone, your communications are articulate and concise. You understand your audience and know how to deliver inspiring messages and tough news with ease and tactful finesse.

### **Application Procedure:**

Applicants are required to submit the following items:

1. A letter of application detailing the following:
  - a. statement of philosophy for supporting education through the integration of technology;
  - b. vision for enhancing AzTEA's role in advocating for educational technology, and
  - c. discussion of the candidates experience and skills that specifically qualify the applicant for the Executive Director position;
2. A professional résumé that includes employment history pertinent to the position, and;
3. Three references, including contact information..

Email completed application materials as electronic attachments to AzTEA's President at [smpasquel@gmail.com](mailto:smpasquel@gmail.com).

Please include "AzTEA Executive Director Application" in the subject line. This position will remain open until filled. The deadline for the initial review of applications is October 11, 2019.