



Where Minnesota School Boards Learn to Lead

The Minnesota School Boards Association (MSBA) is a private, nonprofit organization founded in 1920. We are located in St. Peter, Minnesota. MSBA prides itself as being a “Go-To” education association by providing workshops, resources, services, and connections designed to help school boards save time, reduce expenses, govern efficiently, and stay inspired.

Position

MSBA is seeking an **Executive Search Specialist (.75 FTE)** to join the Executive Search Team. **This position has a hybrid working model;** it requires some evening hours.

Primary Responsibilities

The Executive Search Specialist will collaborate with the Director of Leadership Development and Executive Search to:

- Facilitate executive search services for school districts.
- Help school districts in the areas of executive search, superintendent evaluation, and board/superintendent relations.
- Support services and programs in the areas of school board/superintendent relations and school board governance.
- Present at conferences, workshops, and in-district meetings.
- Facilitate handling requests for information.
- Interact with individuals at all levels of the Association and members.

Qualifications

- Excellent interpersonal and communication skills.
- Demonstrated presentation, project management, and time management skills.
- Ability to exercise independent judgement, demonstrate flexibility, and prioritize and complete multiple tasks simultaneously.
- Proficient with Microsoft Office programs including Word, Excel, and PowerPoint; virtual meeting platforms; and survey software.
- Knowledge of public education and Minnesota employment-related laws and experience with diversity, equity, and inclusion related programs is desirable.



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Why you will love working at MSBA

- Hybrid working model (combination of remote, on-site in St. Peter, and in-district).
- Starting salary, \$38,000 and up, dependent on qualifications.
- 401(k) retirement plan with match.
- Benefits package that includes the following options: medical, dental, vision, and more.
- Paid time off.
- Casual office attire, except for meetings and events.
- Being part of a collaborative environment where everyone pulls together to make every project a success.

Ready to apply?

Interested candidates please submit the following:

- Cover letter
- Current resume
- One current letter of recommendation
- Names and contact information for three references

Send materials to:

Amy Taylor

1900 W. Jefferson Ave

St. Peter, MN 56082

or

ataylor@mnmsba.org

Hiring schedule

- Closing date – open until filled.
- Initial review of applications will begin August 11, 2022.
- Commence work – to be determined.

Please direct questions to:

Amy Taylor (ataylor@mnmsba.org) or phone: 507-934-8140)

Website: www.mnmsba.org

MSBA is an equal opportunity employer.