



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 a full-time **Board Development and Member Engagement Coordinator** to join the Board Development Team. **This position has a hybrid working model**; it requires occasional evening and weekend hours.

Primary Responsibilities

The Board Development and Member Engagement Coordinator will:

- Maintain and publish the Association calendar of programs and events.
- Assist with planning Association programs and events.
- Work closely with the Communications and Marketing team to create and implement a communication and promotion strategy for Association programs and events.
- Design and prepare surveys, general correspondence, memos, and materials. Proofread copy for spelling, grammar, and layout; responsible for accuracy and clarity of final copy.
- Foster relationships with members and facilitate handling requests for information.
- Provide operational and administrative support.

Qualifications

- Ability to exercise independent judgement and problem-solving skills, multitask, prioritize daily workload, and complete work accurately and on time.
- Analyze information and make recommendations.
- Creativity, interpersonal savvy, and the ability to manage diversity.
- Demonstrated project management and time management skills.
- Proficient in Microsoft Office 365, virtual meeting platforms, and survey software; experience in using a Customer Relationship Management (CRM) system is desirable.



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Why you will love working at MSBA

- Hybrid working model (up to 3 days remote, remaining days on-site in St. Peter).
- Starting salary, \$42,000 and up, dependent on qualifications.
- 401(k) retirement plan with match.
- Benefits package that includes the following options: medical, dental, vision, healthcare savings/flexible spending accounts, life insurance, and more.
- Paid time off: vacation; holidays; and personal, sick, and bereavement leave.
- Employee Assistance Program.
- 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 on September 27, 2022.
- Anticipated start date – November 1, 2022.

Please direct questions to:

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

Website: www.mnmsba.org

MSBA is an equal opportunity employer.