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 Associate Director of Management Services to join the Management Services team.

This position has a hybrid working model; it requires occasional evening and weekend hours.

Primary Responsibilities
The Associate Director of Management Services will:
• Research and respond to members’ inquiries on human resources-related matters, negotiations, finance, board-superintendent relations, and other issues related to school district operations.
• Support and assist with member training sessions, as well as other MSBA programs and services.
• Assist with review of existing Management Services related materials, programs, and services for accuracy and effectiveness; make modifications to reflect best practices, align to current statute and/or policy protocol and procedure, and meet the changing needs of members and MSBA.
• Establish, maintain, and enhance relationships in order to work collaboratively with team members, MSBA staff, MSBA members, partners, and other organizations.

Required Knowledge, Skills and Abilities
• Working knowledge of standard computer software and technology (e.g., Microsoft Office Suite and related programs).
• Superior verbal and written communication skills.
• Excellent organizational skills and high attention to accuracy and detail.
• Proficient interpersonal skills enabling effective interaction with individuals at all levels, together with a customer-service-oriented approach emphasizing responsiveness and problem-solving.
• Ability to manage multiple projects and deadlines with minimal supervision and to collaborate with others as needed.
• Excellent research, strategic, and analytical skills.

Preferred Skills & Qualifications
• Effective public speaking and presentation skills for small and large groups.
• Familiarity with local government boards or educational environments, coupled with understanding of public education and school board governance.
• Knowledge of a broad range of human resources strategies and practices such as employee relations, performance management, leaves (ADA, FMLA), etc.

Don’t meet all the qualifications? Apply anyway!
We understand not everyone brings 100% of the skills and experience for the role. MSBA offers opportunities for all backgrounds. We are excited to meet you and encourage you to apply!
**Why you will love working at MSBA**

- **Flexible Work Model:** In-office or hybrid.
- **Compensation:** Minimum starting salary $67,000/year, dependent on qualifications.
- **Rest & Relaxation:** 3 weeks of vacation, 10 paid holidays, 12 sick leave days, plus 3 personal leave days.
- **Health & Wellness:** Medical with HRA, HSA, and FSA options; dental; vision; life; LTD; employee assistance program, and more.
- **Prepare for the Future:** 401(k) retirement plan with generous matching contribution.

**Interested candidates please submit the following:**

- Cover letter
- Current resume
- Names and contact information for three references

**Send materials to:**
Tiffany Gustin  
1900 W. Jefferson Ave  
St. Peter, MN  56082  
or  
tgustin@mnmsba.org

**Hiring schedule**

- Closing date – open until filled
- Initial review of applications will begin on July 22, 2024
- Anticipated start date – September 2024

Please direct questions to: Tiffany Gustin (tgustin@mnmsba.org or phone: 507-934-8131)