



Director of Membership Services and New School Development

Reports to: Executive Director

Primary Job Functions:

- Identify key needs among the charter public school and associate members;
- Develop a robust professional services strategy with actionable objectives for addressing needs through revenue generated offerings including but not limited to and highly expanded upon;
 - Development and implementation of an effective, high quality ongoing Charter Public School Governing Board Training Program;
 - Development and implementation of an effective, high quality Charter School Leadership Training Program;
 - Development and implementation of the NWEA Consortium as a high quality means of providing alternative assessment measures;
- Develop a comprehensive charter public school and associate membership benefits program providing all members with a high degree of membership value;
- Develop in conjunction with the Director of Advocacy and Communication membership solicitation materials and distribute those materials in a timely manner to actively engage, recruit, and retain MCPSA members;
- Track membership rolls and expirations while serving as the primary point of contact for questions and concerns related to MCPSA membership.
- Facilitate quarterly Member Council's meetings in conjunction with the Director of Advocacy and Communications.
- Identify key needs among the new charter school founding groups and develop a robust Technical Assistance strategy for addressing start up needs
- Develop and maintain matchmaking referral network to assist with new school development
- Identify new school groups and work with existing school development groups to access available support resources in preparation for high quality school openings.
- Develop and implement new school development program aligned to MCPSA strategic plan and vision.
- Working with school support teams to identify member charter schools in need of school improvement assistance
- Assisting in the development of school improvement plans, intervention strategies, and the marshaling of MCPSA resources for assisting member schools
- Identify and disseminate best practices for quality service delivery among new charter school groups.



Background on the Association

MCPSA was formed in 2005 by a dedicated group of volunteers and member schools. The early Association focused its efforts on significant legislative change to benefit Missouri's charter public schools, including: more equitable funding, LEA status, sponsor funding, and stronger accountability language. In October 2006, MCPSA moved to expand its portfolio of services to member schools and the broader charter school community by hiring its first Director.

MCPSA envisions all of Missouri's charter public schools working together and maximizing their collective strength to best serve students and families. The hallmark of all MCPSA activities will be the development, promotion, encouragement, and recognition of high quality charter public schools. MCPSA will develop and implement strategic services, resources, and partnerships intended to assist charter schools in providing the best possible public school opportunity to students and families in their communities.

Opportunity

The Director of Membership Services and New School Development will work directly with the Executive Director to implement the organization's key initiatives with respect to membership and professional service offerings. The Director will work in an organization that is clearly at a critical juncture in its evolution. With mixed public support for charter schools and education reform and the current attention to the quality of charter schools across the state, the opportunity is ideal for MCPSA to lead in the creation of an environment where high-quality charter schools will proliferate and thrive.

Duties and Responsibilities

The Director of Membership Services is responsible for the implementation and execution of the organization's membership benefits and programmatic offerings. The Association seeks a Director who can assess the opportunities available and make strategic decisions about priorities and additional possibilities.

Required Professional and Personal Qualifications

This is an outstanding opportunity to play an integral role in public education reform in Missouri. Therefore, first and foremost, the Director of Membership Services must believe that charter schools have the power to transform public education and the lives of students.

Additionally, candidates for the position *must* bring **experience** in the following areas:

- Proven and significant strategic and team-building experience, ideally including the management of external consultants;
- Tested strategic and tactical planning experience on behalf of an organization;
- A history of working in an entrepreneurial organization and building team cohesion around a set of goals;
- Working knowledge of nonprofit organizational service implementation; and
- Ability to identify new opportunities and make strategic decisions about staff time allocation;
- A sense of humor and willingness to contribute to an organizational culture that values fun in our work;



- A level of integrity and energy compelling enough to bring divergent groups together in a collaborative fashion and inspire them to act; and
- Entrepreneurialism and a high level of motivation.

Compensation

Competitive and commensurate with experience.

Location

Although the MCPSA Office is located in St. Louis, Missouri we are seeking the very best possible candidate to reside in either St. Louis or Kansas City, Missouri.

Start Date

As soon as possible.

Please send your letter of interest and resume to dthaman@mocharterschools.org.