

Minnesota Collegiate DECA
Executive Director (Part-time)
Job Description

MN Collegiate DECA, a student centered organization that helps prepare students to become business professionals in marketing, management, finance, hospitality, and entrepreneurship, is seeking an energetic and organized person for the position of Executive Director. Position opens, June 15, 2018 as a part time position.

Application deadline: May 7, 2018

Go to MNCollegiateDECAcareers@gmail.com to apply.

The Executive Director is the operational leader of the association. His/her responsibilities include tasks essential to association management, association/chapter development, program management and advocacy. He/she is directly responsible to the Minnesota Collegiate DECA Board of Directors and performs such duties as specified in the Policies and Procedures document of Minnesota Collegiate DECA. He/she serves as liaison to the Board of Directors; and he/she is responsible for the following:

Primary Roles and Responsibilities:

1. Responsible for the overall management of the organization, including finance and budgeting, planning and execution of new and existing programs.
2. Serve as the liaison among all stakeholders of the organization: Executive Boards, School administration, business and industry partners, college educators, national office, alumni organization, Department of Education, Minnesota Foundation for Student Organizations (MFSO), students, parents, and others deemed necessary to the advancement of the organization
3. Provide, operate and maintain the Minnesota Collegiate DECA office.
4. Insure management of organizational assets, managing established budgets (revenues and expenses), and seeking outside contributions according to plan, cooperating with external audits and implementing audit procedures as appropriate.
5. Plan, execute, and manage meetings and two large statewide conferences as designated by the Minnesota Collegiate DECA Board of Directors.
6. Manage the promotion, maintenance and expansion of state membership.
7. Develop and implement an annual plan for the new fiscal year and continuously determining priorities for the organization based on the strategic plan.
8. Provide support, training and leadership to the state officer team.
9. Work closely with the Fundraising Development Manager
10. Perform special projects as assigned by the Minnesota Collegiate DECA Board of Directors.

Qualifications

Minimum Qualifications:

- 2 year degree
- 5 years experience in sales, marketing or related field.
- 3 years management experience.
- Must be able to work a flexible schedule.
- Availability to travel both in and out of state.
- Be able to work independently and set priorities.
- Ability to work individually or in a group to start, develop and complete projects.
- Ability to work with minimal supervision – self-motivated & confident
- Comfortable working autonomously.
- The desire to work as part of a team and willingness to promote the principles and views Collegiate DECA
- Ability to work well with people from diverse backgrounds with varying degrees of experience.
- Ability to inspire, train, motivate, challenge, and supervise volunteers.
- Ability to handle multiple projects simultaneously.
- Expertise in Office Suite and website/software maintenance (Wix).
- Experience using online Quickbooks.

Preferred Qualifications:

- Bachelors or Master's degree in Communications, Business, Marketing, Education, Management, Public Relations or related field
- Experience in planning and executing of new and existing program events, non-profit management, finance and budgeting, DECA or Collegiate DECA experience, and college teaching.

The Executive Director will work as an independent contractor and will report to Board of Directors and operate under a one-year renewable contract. Contract will be negotiated by the Board of Directors at the annual review. Salary is dependent on experience. The Executive Director will work from their home office. Travel and office expenses are reimbursed.