



Indiana Non-Public Education Association (INPEA)

Executive Director

Job Description

Position Overview

The Executive Director is the chief executive officer of the Indiana Non-Public Education Association (INPEA) and is responsible for the overall leadership, strategic direction, and operational management of the organization. The Executive Director works closely with the Board of Directors, staff, and stakeholders to achieve INPEA's goals and objectives.

Essential Duties

Association Planning and Visioning

- Board Relations and Operations
 - Maintain close communication with the Board of Directors and members of the Board to alert, advise, and suggest ideas on matters pertaining to and affecting non-public and public education, and carry out all directives of the Board.
 - Schedule, arrange, and prepare agendas for Board meetings.
 - Work with the Board President to ensure that committees meet and carry out their strategic plan responsibilities.
 - Work with the Executive Committee to conduct a bi-annual Board Retreat.
 - Report to the Board of Directors on any items of interest, including media items and state and federal court cases, Indiana and US Department of Ed initiatives and decisions.
 - Ensure a board member succession process is in place to identify committed, skilled board members to assist with INPEA's mission.
 - Along with the Executive Committee manage the board/organization's strategic plan.
- Oversee conference and webinar professional development offerings.
- Work with the Board and Staff to provide activities that increase the value add for INPEA members.

Public Policy Coordination

- Work with the Board, non-public school community and partnering organizations to develop an annual legislative agenda, including both and offensive and defensive strategies.
- Develop policy positions in conjunction with the Board and INPEA's legislative committee.
- Develop relationships and work alongside legislators on behalf of the Board of Directors/Members, its positions, and its policies.
- Monitor and analyze state and federal legislation, alert Board Members on pertinent legislation, hearings, and administrative rules.
- Testify at legislative hearings on behalf of INPEA on legislation affecting the organization and/or its member schools.
- Coordinate grassroots action in response to legislative or regulatory proposals.
- Monitor action by state and federal agencies.
- Develop, cultivate, and maintain strategic legislative partnerships.

School Choice Initiative

- Work with coalition partners to grow and protect Indiana's school choice programs.
- Educate and serve as a resource to the Board and membership about school choice program operations and compliance.
- Engage membership in their advocacy responsibilities to grow and protect the programs.
- Ensure school choice advocates understand the implementation implications for the diverse non-public school.
- Protect against regulations that might be in conflict with a school's mission and/or religious liberties.

Organizational & Partnership Relations

- Maintain a relationship with the CAPE organization and its State affiliates, SCN Network.
- Develop and maintain relationships with organizations that are in support of non-public schools' mission, quality and viability including both public and private entities. (e.g. IQE, Ed Choice, AFC, ONPE, IDOE, AFP, INPEA Jurisdictions, Governor's Office)

Membership Development

- Work with the Communications and Membership Relations Director to ensure that we are meeting the needs of current members.
- Work with the Communications and Membership Relations Director to develop strategies to recruit new members.
- Work with the Communications and Membership Relations Director to survey member satisfaction.
- Maintain strong relationships with member schools through effective communications and a visible presence.

Supervision of Staff, Operations & Activities

- Provide supervision including annual evaluations for all staff.
- Work with the Associate Director and Board Treasurer to oversee fiscal operations including budgeting, establishing the dues structure, and fund development efforts.
- Work with the Communications Director to prepare the Annual Report and present it at the Annual Board Meeting.
- Work with the Communication Director to maintain regular communications with member schools via newsletters, emails, phone calls and school visits.
- Maintain a strong working relationship with key Archdiocesan individuals and offices.
- Work with the Associate Director and Advancement Committee Chair to oversee fund development efforts.
- Work with the Associate Director to manage the Business Partnership Program including the provision of mutually beneficial opportunities for INPEA members.

Qualifications

- Proven success in advancing the mission, vision and operations of a school or non-profit organization.
- Excellent relationship-building, interpersonal, communication and writing skills.

- Critical thinker who effectively analyzes and collaborates to find creative solutions to problems.
- Experience in developing, cultivating and maintaining strategic partnerships.
- Leadership experience in non-public education.
- Strong fund development experience and financial acumen.
- Faith-filled.
- Strong organizational and management skills.
- Experience working with a Board of Directors.
- Experience in school and legislative policy (Indiana is preferred).
- Master's Degree preferred.
- Willingness to live in the Indianapolis area.