

Executive Director - CSTA

Association Resource Center (ARC), a leading Northern California based Association Management Company (AMC), is seeking a highly committed, innovative and collaborative leader who will guide one of its association client partners.

Since 1980, Association Resource Center (ARC) has specialized in association management, meetings, conference/trade show and trust management services to state, regional, national and international associations and organizations.

About the Position and the California Science Teachers Association

The new Executive Director has an exciting opportunity to bring a bold and creative perspective to an association which works to promote high-quality science education. The Executive Director will assist the California Science Teachers Association (CSTA) in fulfilling its mission of excellence.

A support team is already in place, made up of an Administrative Assistant, Meeting Planner, Membership and Registration Coordinator, Communications Coordinator, Staff Accountant, and Receptionist. An additional team member is being recruited to oversee the day-to-day operations of the Association. The Executive Director guides and executes all activities of the Association as directed by CSTA's Executive Committee and Board of Directors.

CSTA was founded in 1964, and has more than 3,000 members. CSTA is the largest, statewide membership association dedicated to science educators and is the state affiliate of the National Science Teachers Association (NSTA).

CSTA is a nonprofit corporation under 501(c)(3) of the Internal Revenue Code governed by a statewide Board of Directors, which derives its authority from the CSTA Bylaws and Policies.

General Function

The Executive Director serves as the chief executive officer of the California Science Teachers Association, responsible to the Executive Committee and Board of Directors for the effective conduct of the affairs of the Association. The Executive Director recommends and participates in Board formulation of Association mission, goals, and objectives and related policies. Within that framework, this individual plans, organizes, coordinates, and directs the programs, activities, and staff of the Association as well as develops and fosters relations with and represents association at meetings with state-level policy makers (CDE, SBE, and CTC), state legislators and staff, Governor's administration, other collaborative statewide partners, and leadership beyond California.

Essential Responsibilities

Board and Governance

- Provide visionary and strategic leadership for the organization;
- Assure that the Board and appropriate committee chairs are kept fully informed on the conditions and operations of CSTA and on all important factors influencing the organization.
- Be forward thinking, positive, and actively seek out new initiatives and develop ideas regarding utilization of resources and stay attuned to the financial and business needs of the Association;
- Participate in all meetings of the Board of Directors in person and by teleconference (minimum four Saturdays/year).
- Assist the Board in the development and execution of the strategic plan.
- Develop Board and Executive Committee meeting agendas for approval by the President; plan meetings of the Executive Committee and Board of Directors, ensure continuity of actions of the Board by analyzing minutes of each meeting to determine suggested courses of action for Executive Committee, Board, Association, and staff.

- Plan, formulate, and recommend for the approval of the Board, policies and programs which will further the objectives of CSTA.
- Execute all decisions of the Board.
- Keep the Board of Directors and Executive Committee fully informed on the conditions and operations of the Association and on all important factors influencing them.
- Perform a fiduciary function for CSTA, maintaining official minutes of the Board of Directors and other official meetings of the CSTA, provides security and appropriate confidentiality for all files, legal and historic documents, membership and other databases.
- Develop and maintain an appropriate budgetary procedure in concert with the Treasurer and Finance Committee; plan, recommend for approval, and operate within an annual budget; oversee the authorized and proper expenditure of funds; pursue financial benefits to the Association by soliciting grants to fund programs, as appropriate; execute Bylaws provisions with respect to audits and financial reporting.
- In collaboration with Association Resource Center, provide for optimum utilization of all staff resources and see that the organization is staffed with competent people; recruit, hire, supervise, and evaluate all staff, and discharge staff; administer an effective personnel program which includes position descriptions, performance standards, performance appraisals, and promotion and compensation systems.
- Authorize and execute such contracts, agreements, and commitments as may be authorized by the Board of Directors or established policies.
- Ensure the legal integrity of the Association, compliance with non-profit corporations laws, and conformance with generally accepted principles of association management.

Representation & Public Affairs

Representation and Coalition Building

- Represent and communicate the mission, goals, and positions of CSTA to:
 - Government bodies, including the California Department of Education (CDE), California State Board of Education (SBE), Commission on Teacher Credentialing (CTC), State Legislature, Governor's Office, Instructional Quality Commission.
 - Other science education related organizations
- Act as the association representative and speak on behalf of the organization within the confines of established CSTA policies, positions, and briefings when the president is not available:
 - To enhance the general public's understanding of science education.
 - To secure support for CSTA positions on legislation and regulations.
- Maintain and expand the visibility of CSTA as a leader and critical voice in science education within the profession by establishing beneficial partnerships through both formal and informal channels and build rapport with key constituencies and partners; (Board of Directors, staff, legislative, CDE, CTC, SBE, CA4NGSS, CDE Foundation, CISC science sub-committee, CANGSS Collaborative and its partners, NSTA, etc.)
- Remain informed and responsive in strategy and communication to policy developments that impact the sector and present opportunities for CSTA to take a leadership position.
- Create an appropriate image for the Association by providing leadership to members and staff, developing and communicating the mission and philosophy of the Association, and conveying a clear sense of its goals and objectives; representing the Association and leadership at meetings and conferences as necessary.
- Serve as the Association liaison to the National Science Teachers Association and other state and national groups, as deemed appropriate by the Executive Committee or Board of Directors.

Policy and Legislative

- Knowledgeable about current national and state government and legislative affairs which would impact science education and science teaching in California and guides the association accordingly.
- In collaboration with the Board of Directors and appropriate volunteer committees develop and implement CSTA's policy agenda and communicating with policymakers, stakeholders, the public, members, and partners.
 - Engage network of public officials, private stakeholders, members, and volunteers to present the

Association's work for dissemination and feedback and to solicit viewpoints to inform future policy work.

- Measure the effectiveness of policy work/initiatives; define and lead change to meet objectives
- Oversee policy-related communication efforts in collaboration with the President to include, but not be limited to, media inquiries, talking points, presentations, letters of support or opposition, and newsletters.
- Draft policy findings, positions, and legislative proposals
- Research current laws, past legislative history, and recent developments in the news affecting various bills.
- Collaborate with legislative committee in screening bills and regulations important to the Association.
- Prepare support or opposition letters on bills.
- Meet with legislators and legislative staff.
- Respond to requests for support from other organizations and lawmakers.
- Build coalitions to seek support from other organizations for CSTA's positions on bills. Work with allies to build coalitions around campaigns.
- Meet with advocates that support or oppose CSTA's position on bills.
- Present testimony and prepare testimony for other CSTA advocates to present at legislative committee hearings.
- Prepare legislative updates for CSTA Legislative Committee, membership, and Board.

Communications & Public Affairs

- Write articles, press releases, website, social media posts, and other publications.
- Participate in social media and other visibility campaigns.

Other

- Prepare and present reports to Board.
- Monitor legal compliance with employment, accounting, and lobbying requirements.
- Serve as staff liaison to the CSTA policy, legislative, finance, financial review, and executive committees and participate on other CSTA committees as needed.
- Develop and implement fundraising strategy.
- Maintain and develop memberships and other funding sources, including grant proposals.
- Oversee strategic conference decisions and direction setting.
- Write grant proposals and reports.

QUALIFICATIONS

- BA degree and at least five years experience in non-profit management and knowledge of California's political system.
- Strong relationships with state-level policymakers is highly valued.
- Extensive project management abilities and the ability to lead early planning and strategy development.
- Demonstrated competence in budget development & monitoring, fundraising, and grant development.
- Demonstrated problem solving skills and the ability to work as a member of a team.
- Demonstrated professional and effective written and verbal communication skills.
- Effective public presentation skills.
- Strong skills in the areas of technology, research, analysis and the use of social media.
- Experience in public policy, education policy, public administration or related field is preferred.

OTHER REQUIREMENTS

- Valid California State driver's license, automobile insurance, and a reliable vehicle.