

## MICHIGAN ASSOCIATION OF SCHOOL BOARDS JOB DESCRIPTION

**JOB TITLE:** Assistant Director, Executive Search Services

**DATE:** August 2025

**DEPARTMENT:** Leadership Development & Executive Search Services

**REPORTS TO:** Director, Leadership Development & Executive Search Services

**SUPERVISES:** Adjunct staff

**JOB SUMMARY:** Works directly with the Director of Leadership Development & Executive Search Services (LDESS) in supporting the department, particularly in the area of Executive Search Services. Oversees the efficient operations of Executive Search Services, Area Representative Program, and Superintendent Evaluation programming. Coordinates services and communications for boards, superintendents, department consultants and adjunct staff.

### **Essential Duties**

- Works under the general guidance of the Director of LDESS in planning, administering and evaluating the Executive Search Services and related activities.
- Assist boards of education and district administrators with superintendent search, selection, and evaluation processes including:
  - Preparing and delivering search proposals, quotes and presentations to districts.
  - Initiating outreach to districts/boards during superintendent transitions.
  - Facilitating post-search evaluations, maintaining historical search data and updating contact records in MASB's database.
  - Developing and maintaining search-related materials, including procedures, templates, contracts, surveys and communications with district secretaries and board members.
- Recruits executive candidates through a variety of means including:
  - Attracting applicants by networking, posting vacancies on job sites and marketing through association networks and social media.
  - Managing the web-based application system and MiStaff job board.
  - Serving as the primary contact for applicants, consultants, secretaries and board members to ensure proper access and organization of application materials.
  - Organizing superintendent search-related activities, including liaison meetings, career fairs, hospitality events and professional development opportunities.

- Oversees and manages the consultants utilized in the superintendent search program and the area representative program including:
  - Recruiting and training consultants for both programs.
  - Assigning consultants to engagements based on their interests and qualifications.
  - Supporting consultants by developing templates, providing application system guidance and conducting reference checks and background checks on finalists.
  - Providing administrative support such as material preparation, processing compensation and reimbursement requests, and entering consultants' reports into MASB's database.
- Coordinates with other MASB staff and departments to achieve association objectives and provide essential services to members including:
  - Collaborating with the MASB business department and the department's Business Coordinator on billing and budget management.
  - Developing and overseeing one or more LDESS program budgets.
  - Regularly updating superintendent contact information in MASB's central database.
  - Supporting department and MASB leadership and board development initiatives.
- Presenting MASB courses, as a subject matter expert, at conferences, workshops and classes. The delivery methods include in-person, online or using a hybrid approach. The courses are provided in a variety of venues including MASB's offices, out-of-town meeting centers, or on-site at individual member district locations.
- Fosters positive relationships with internal and external stakeholders.
- Executes responsibilities with a focus on continuous improvement and excellent service.
- Stays current through educational opportunities, professional publications, personal networks, and participation in professional organizations.

#### **Qualifications:**

- 4-year degree in Education, Human Resources, Educational Leadership or any other relevant field.
- 5+ years of experience as either a:
  - school administrator, superintendent, school board member or educational consultant
  - executive recruiter
- Demonstrated understanding of school board and school district operations.

**Required Competencies/Abilities:**

- Advanced Microsoft Office skills, with an ability to learn firm-specific programs and software
- Strong organizational, interpersonal and problem-solving skills
- Strong communication skills – written, spoken and listening
- An energetic, collaborative, and proactive team leader with a passion for public education
- Friendly and professional demeanor

**Preferred Competencies/Abilities:**

- Masters Degree or higher.
- Experience in a public school system, state or community college or non-profit.
- Experience in executive search, human resources or hiring management.

**Working Conditions and Physical Demands:**

Work to be conducted primarily in office, however some work will be done in school and hotel environments and some work may be conducted remotely via technology. Some lifting required (up to 30 lbs). Occasional evening, overnight and weekend travel. Long hours on computer keyboard. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Salary/Benefits:**

This is a full-time salary position, with compensation commensurate with experience. The preliminary salary range is \$80,000 - \$97,000. MASB offers a full benefits package that includes full family health, dental, vision insurance, life, and long-term disability insurance, along with employer contributions into a 401(k) plan. Regular workdays are Monday through Friday, 8:00 a.m. to 5:00pm; some night and weekend work required. Paid time off includes sick, vacation, holiday and personal days. MASB is not part of Michigan's Public School Employees Retirement System.

**Application Procedure:**

Interested candidates should submit their resumes and cover letter to [HR@MASB.ORG](mailto:HR@MASB.ORG). MASB intends to conduct interviews as qualified applicants are received until filled. MASB is committed to improving diversity, equity and inclusion in our workplace, and we are currently seeking to attract, recruit and retain people from diverse backgrounds.

**ADA and EOE Employer:**

The information in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional

duties are performed by the individuals currently holding this position and additional duties may be assigned.

Equal Opportunity Employer: The Michigan Association of School Boards ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability.

**Values Statement:**

We, the MASB staff, are committed to a workplace that:

- Focuses on members' success;
- Builds trust, respect, and understanding;
- Values inclusion and diversity;
- Supports each other; and
- Embraces and drives purposeful change that promotes growth

Are you looking for your next opportunity to work with fun, passionate people? Have you dreamed of joining a small nonprofit with a big heart and an outstanding team?

The Michigan Association of School Boards (MASB) is hiring! Our team of 30+ professionals works daily with school districts, board members, administrative staff, state and national legislators, the Michigan Department of Education, and citizens committed to strengthening K-12 education system in our great state.

We are seeking our newest **Assistant Director of Executive Search Services** to replace a valued staff member who is relocating. This role assists local school boards in finding and hiring superb leadership candidates, leadership transition support, and board training needs. If you're detail-oriented, enjoy networking with people, and want to make a difference, apply today!

MASB values and supports a strong work-life balance - a benefit consistently highly rated by our team in annual staff surveys. We offer competitive wages, excellent paid time off, and a superb benefits package that includes employer 401(k) contributions. For this position, the salary range is between \$80,000 and \$97,000, depending on your experience.

We enjoy a hybrid work environment, with team members spending half the week in our Lansing office and half working from home. This arrangement creates an ideal balance between team collaboration and the flexibility of remote work. This position will require travel within Michigan, along with occasional evening work.

If this position interests you, **please review the detailed job description at MASB.ORG**. Please submit your resume and cover letter to [HR@masb.org](mailto:HR@masb.org). We are conducting rolling interviews - we will begin screening resumes and scheduling interviews on Sept. 9 and continue until we find our next teammate!