

**Idaho School Boards Association**

# **EXECUTIVE DIRECTOR SEARCH**

**BOISE, IDAHO**



*Located inside the beautiful Chase Bank Building in downtown Boise, Idaho*

**[www.idsba.org](http://www.idsba.org)**



# OUR MISSION

The Idaho School Boards Association advocates for Idaho students and public education with leadership and service for local school boards.

## THE POSITION

The Idaho School Boards Association is seeking a highly qualified and experienced candidate to fill the position of Executive Director. The Board will select the qualified candidate in July of 2021 with a start date of September 2021. The selected candidate must have the background, skills, and abilities essential to run an effective educational nonprofit association.



## THE ASSOCIATION AT-A-GLANCE



- **Established:** 1942
- **Executive Board:** 22 members  
(2 from each of the 9 regions and 4 officers)
- **Staff:** 10 employees
- **Budget:** \$2 million
- **Represents:** Over 800 school Board members from all 115 school districts and over 55 charter schools.
- **Location:** Downtown Boise, Idaho

## THE REGION

ISBA is located in Boise, which is the capital and most populous city in Idaho. It's located along the Boise River and below the Boise Foothills in southwestern Idaho. The Boise-Nampa metropolitan area, also known as the Treasure Valley, has a combined population of 709,845, the most populous metropolitan area in Idaho. Boise is the 80th most populous metropolitan statistical area in the United States.

Downtown Boise is the cultural center and home to many small local businesses. The area has a variety of shops and dining choices. The city has many local restaurants, bars, and boutiques and supports a vibrant nightlife. The area contains the Basque Block, which showcases Boise's Basque heritage. Downtown Boise's main attractions include the Idaho State Capitol, the classic Egyptian Theatre, the Boise Art Museum, and Zoo Boise on the grounds of Julia Davis Park.



# OUR VISION

**Empower Local Boards for Student Success.**

## ASSOCIATION SERVICES OFFERED



- Advocacy Based on Membership Driven Resolutions
- Professional Development for Board members and Senior Staff
- Board Policy Quarterly Update Service and Complete Policy Manual Rewrites
- Superintendent Search Service
- Legal Representation
- Property and Liability Insurance
- Publications Including a Quarterly Magazine

## ASSOCIATION EVENTS

### Annual Convention

The Annual Convention is a valuable professional development opportunity for boards, superintendents, administrators, clerks, and business managers. In addition, the ISBA Business Session is every school districts' and charters' opportunity to vote on the policy issues that will comprise ISBA's legislative platform for the upcoming year.

### Day on the Hill

This event, held annually in February, is an important opportunity for board members and others to visit with their local legislators about education-related issues. Additionally, ISBA provides workshops, and presents testimony to the House and Senate Education Committees.

### Summer Leadership Institute

The Summer Leadership Institute is offered to all ISBA members. This is a great learning opportunity for new and experienced board members as well as the district or charter school leadership team. Workshops may include professional development on roles and responsibilities, board ethics, effective meetings, school finance, board policy, and more.



# THE QUALIFICATIONS

- Bachelor's degree preferred and a minimum of five (5) years direct experience operating association/ organization
- Responsible for recruitment and employment of staff that will effectively achieve the association's program and service goals
- Oversee legislative work of the association including the membership resolution process and acting as a liaison with the Governor's office and other education stakeholders
- Develop and maintain sound financial practices and see that the association operates within its budget
- Working with the Board of Directors, assure the association implements strategies that achieve its mission
- Establish clear communication channels with the Board, ISBA members, and all related education stakeholder groups

# THE COMPENSATION

The Board is prepared to offer the selected candidate a competitive salary beginning at \$115,000 a year. ISBA also provides PERSI Retirement, vacation and sick leave, a casual workplace, and flexible hours.

# APPLICATION PROCESS

**Interested candidates should submit applications no later than June 1st, 2021.**

Names of applicants will be held in strict confidence whenever possible.

## Mail:

Idaho School Boards Association  
Attention: ISBA Executive Director Selection Committee  
PO Box 9797  
Boise, ID 83707-4797  
(or)

**Email:** karen@idsba.org

If you have questions, please contact Karen Echeverria at the ISBA Office: karen@idsba.org or (208) 854-1476.

## A completed application packet for ISBA Executive Director should include:

- An application
- A letter stating qualifications, experience, and reasons for interest in the position
- A current resume
- Two to four current letters of recommendation



## Search Committee

### Jody Hendrickx,

- *Current ISBA President*

### Jason Knopp,

- *ISBA President-Elect*

### Nancy Gregory,

- *ISBA Vice President*

### Wally Hedrick,

- *ISBA Immediate Past President*

### Marg Chipman,

- *ISBA Past President*

### John Menter,

- *ISBA Past President*

### Todd Wells,

- *ISBA Past President*

### Anne Ritter,

- *ISBA Past President*

## TIMELINE:

### Application Period Opens:

- May 10, 2021

### Application Deadline:

- June 1, 2021

### Semi-Finalist Interviews:

- June 14-18, 2021 (via Zoom)

### Finalist Interviews:

- June 28-30, 2021 (in person)

### Start Date:

- September 7, 2021