



Executive Director – Illinois Digital Educators Alliance (IDEA)

The Illinois Digital Educators Alliance (IDEA) is entering into a phase of strategic realignment and we are looking for a passionate and driven leader to guide the organization into this new chapter. Together with the Chief Operating Officer, you will create the bridge to the next decade of service, ensuring that IDEA remains a "bright light" for its global membership.

Location: Remote

While this is a remote position, some travel and in-person work will be required. Preference will be given to candidates based in Illinois.

Reports to: Board of Directors

Status: Part-Time

Compensation: Rate equivalent to an annualized salary range of \$40K-\$45K

Our Mission

To inspire, connect, and provide the educational community with opportunities that transform teaching and learning through technology.

Our Vision

Connected and empowered educators inspire today's learners to become tomorrow's leaders.

Responsibilities

The Executive Director will report monthly to the Executive Board, which acts in an oversight capacity, and will be the registered agent for the organization as well as the contact person for ISBE in relation to renewing Approved Provider status, etc.

HR / Finance:

- Work with the Chief Operating Officer to create the annual budget, maintain financial operations, and seek new revenue opportunities.
- Hold weekly staff meeting
- Approve bi-monthly payroll for staff

Executive/Governing Board:

- Work with board presidents to set agendas for and host monthly Executive Board meetings
- Work with staff to set agendas for quarterly Governing Board meetings
- Work with Executive Board to schedule a summer retreat

- Organize board election process
- Communicate with committee chairs to support as needed

Additional Responsibilities:

- Maintain relationships with current partners and seek new partnerships
 - Act as liaison for chapter events
 - Work with Chief Operating Officer and committees to develop new PD offerings
 - Work with conference committee to plan IDEAcon
 - Write all email copy to maintain a consistent tone
 - Work in collaboration with Chief Operating Officer to use established branding toolkit to create all graphics
-

Qualifications

Education and Experience:

- Master's Degree
- Experience in K-12 education
- 5 or more years leadership / management or supervisory experience
- Experience in developing or expanding a professional community
- Understanding of adult learning theories
- Strong technical understanding of the ed tech world

Skills

- Organization and time management
 - High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers and partners
 - Demonstrated leadership and management skills
 - Passion, idealism, integrity, positive attitude, mission-driven, self-directed, and takes initiative
 - Strong written and oral communication skills
 - Strong public speaking ability
 - Strong work ethic with a high degree of energy and enthusiasm
 - Ability to multitask
 - Creative problem-solving skills
 - Flexible
 - Ability to work effectively in collaboration with diverse groups of people
 - Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
 - Past success working with a board with the ability to cultivate existing board member relationships
 - Action-oriented, entrepreneurial, adaptable, and innovative approach to planning
 - Strong financial management skills, including budget preparation, analysis, decision making and reporting
-

How to Apply

Interested candidates should apply using this link: <https://bit.ly/IDEAAPP26>

Deadline: Applications are reviewed on a rolling basis until filled.

IDEA is an Equal Opportunity Employer. We are committed to diversity and inclusion, reflecting the diverse educational communities we serve across Illinois and beyond.