



NATIONAL FEDERATION OF MODERN
LANGUAGE TEACHERS ASSOCIATIONS

SEARCH FOR EXECUTIVE DIRECTOR OF NFMLTA

The National Federation of Modern Language Teachers Associations (NFMLTA) is seeking an Executive Director to support the organization and its activities. The Executive Directorship is a part-time, salaried position averaging 15-20 hours per week.

The National Federation of Modern Language Teachers Associations was founded in 1916; currently, there are 17 member organizations. The purpose of the NFMLTA is the expansion, promotion, and improvement of the teaching of languages, literatures, and cultures throughout the United States through a variety of activities including, but not limited to, publication of *The Modern Language Journal*. The NFMLTA offers several awards and stipends for research in support of its mission.

JOB DESCRIPTION

The Executive Director serves as the principal administrative officer of the NFMLTA and therefore directs all activities and is responsible for all management functions of the organization as prescribed by the Board of Directors and/or Executive Committee. The Executive Director reports to the President of NFMLTA as the representative of the Board of Directors. The Executive Director is an ex-officio, non-voting member of the Executive Committee and of the Board of Directors.

The person appointed to this position will receive a three-year, renewable contract with a paid salary. The salary will be determined on a yearly basis by the Executive Committee with final approval from the Board of Directors. NFMLTA will provide the Executive Director with the equipment and materials necessary to carry out his/her duties. The Executive Director will receive an annual performance review by the President with input from the Board of Directors and the Executive Committee. If the review represents any concerns, the Board may be made aware of them, at the discretion of the President.

The majority of the work of the Executive Director of the National Federation of Modern Language Teachers' Associations can be completed online and in any location with a reliable Internet connection. The selected candidate will need to be available for instruction and training prior to taking office.

RESPONSIBILITIES

The principle responsibilities and duties of the Executive Director are outlined below.

- Promotes the goals of NFMLTA.
- Maintains confidentiality in all of NFMLTA's operations.
- Assists the President, the Executive Committee, and Board of Directors and provides other appropriate services.
- Oversees the Awards and Grants selection process. Serves as the liaison for committee chairs for all awards and grants.
- Attends all Board of Directors and Executive Committee meetings and other committee meetings as requested.
- Maintains a list of member organization and corresponding contact information.
- Works in conjunction with the webmaster, in consultation with the President, on website-related issues, social media, the grant submission system, and other web-related services.
- Coordinates compilation of and dissemination of all ballot and election materials in consultation with the President and the Governance Committee.
- Maintains and archives NFMLTA corporate records, financial records, and minutes.
- Attends and reports on JNCL/NCLIS meetings to the Executive Committee and Board of Directors
- Attends and reports on the MLJ Editorial Board annual meeting to the Executive Committee and Board of Directors.
- Arranges for meetings of the Board of Directors and Executive Committee and other NFMLTA committees.
- Sends information in a timely fashion to the Board of Directors and Executive Committee about matters relevant to the NFMLTA.
- Serves, in conjunction with the Treasurer, as the custodian of all funds of the Corporation.
- Identifies financial institution(s) for the holding of NFMLTA investment funds, and bank accounts, and coordinates and designates the signers on the investment and bank accounts.
- Oversees, in conjunction with the Treasurer, investments of the NFMLTA.
- Ensures adequate and correct accounts of the NFMLTA properties and business transactions.
- Reports, in conjunction with the Treasurer, on the financial condition of the Corporation as directed by the Board of Directors and at other times when called upon by the President.
- Ensures that the Treasurer pays all bills, salaries, honoraria, and other monies owed by the organization and is responsible for keeping proper accounts of all monies received, invested, and disbursed on behalf of the organization.

- Prepares, in conjunction with the Treasurer, at the end of each fiscal year, an annual report which shall reflect a financial review by a Certified Public Accountant.
- Prepares annual tax returns, 1099s, and other tax documents with the support/assistance of the Treasurer and a Certified Public Accountant.
- Prepares, in conjunction with the Treasurer, Finance Committee and Executive Committee, an annual budget document that will be approved by the Board of Directors.
- Serves as the liaison on all legal matters between the organization and its attorney(s).
- Performs all duties pertaining to the office of the Executive Director and such other duties as may be required by law or that may be assigned from time to time by the Board of Directors.

QUALIFICATIONS

All applications will be considered, but preference will be given to candidates who meet all of the following qualifications:

- Masters Degree, preferably in a field related to the study of a world language and/or culture
- Experience in a leadership position within an organization required
- Experience dealing with an organizational board of directors, preferred
- Superior oral and written communication skills
- Excellent interpersonal skills with the ability to interact effectively with a diverse range of people
- Ability to work well independently
- Advanced level computer skills; proficient in Microsoft Word, Excel, and PowerPoint. Proficiency in QuickBooks desired
- Basic knowledge of standard accounting procedures related to an organization, preferably a non-profit organization

APPLICATION PROCESS

- To apply for this position, qualified applicants should send a cover letter, recent resume or curriculum vitae, and a list of at least three references to: NFMLTA@aatsp.org
- The finalists for the position will be interviewed by the Search Committee via a conference call.
- In order to be considered for a phone interview, please submit materials no later than **Monday, March 26, 2018**. Phone interviews will begin in early-mid April, 2018.
- The position will remain open until a candidate has been selected.
- For additional information: www.nfmlta.org