

Tennessee Geographic Alliance, Inc. (TGA) Executive Director Job Description

Reports to: TGA Board of Directors

Incumbent: Kurt Butefish

Restrictions: The Executive Director must live in the state of Tennessee and have a valid TN driver's license

The Tennessee Geographic Alliance, Inc. (TGA) is an independent 501(c)(3). It is a statewide partnership between like-minded nonprofits, K-12 teachers and school system administrators, college faculty and staff, geospatial professionals, and private companies. The TGA provides educators with professional development, networking, model programs, and teaching materials. It promotes public awareness of the importance of geographic literacy and skills and advocates for K-12 geography with legislators and education decision makers. For the first 34 years of its existence, the organization was housed in the Geography Department at the University of Tennessee in Knoxville. For the past 20 years, the Executive Director's position was full time and administered by the University. Due to circumstances beyond its control, as of December 2020 or January 2021, the TGA will leave the University and the Executive Director position will become part time. It is anticipated that, after the first of the year, the TGA will be run out of a home office.

Board of Directors

The Executive Director assists the Board in fulfilling its responsibility to set policy for the TGA and to carry on its business by managing and being responsible for:

- the forecast of conditions, assessment of member needs, and allocation of resources;
- the articulation of a shared vision of the organization and its mission;
- the setting of annual and long-range strategic goals; strategies of activities and programs to achieve these goals; objectives by which progress toward the goals will be measured; and annual and long-range budgets and forecasts of the necessary resources;
- the fulfillment and compliance with all applicable laws and legal requirements;
- the financial matters of the organization and risk management for the TGA.

The Executive Director is a non-voting member of the Board of Directors.

Executive Director Responsibilities

PROGRAM MANAGEMENT – 50%

- Develops and manages an annual budget and program plan;
- Actively serves on Boards of Directors of organizations with similar missions;
- Interacts with and advise the State Legislature, State Department of Education and State Board of Education on issues concerning Geography education;
- Maintains state and federally required documentation necessary for the legal operation of a 501(c)(3);

- Monitors and maintains the TGA endowment invested with the East Tennessee Foundation;
- Maintains the Tennessee Geographic Alliance website and social media;
- Maintains a membership database;
- Communicates regularly with members of the organization through an electronic listserv and social media;
- Oversees the awarding of Teacher of the Year and Lesson Plan of the Year awards;
- Attends state-level and national-level professional conferences to recruit membership and external support for the TGA, promote the activities of the organization, and facilitate the mission of the TGA;
- Orders and maintains all supplies necessary to operate the organization.

TEACHER PROFESSIONAL DEVELOPMENT PROGRAMMING – 25%

- Plans and facilitates teacher professional development workshops and educational programming across the state;
- Creates new teaching materials for teachers;
- Distributes teaching materials to members.

FUNDING PROCUREMENT - 25%

- Writes grant proposals for project and program funding;
- Solicits funding from individuals, businesses and other entities to operate the organization and provide programming;
- Writes annual reports to grant providers.