

**The Executive Director of the Mississippi Association of Supervisors is responsible for strategic leadership, operational management, fundraising, and community engagement to ensure the organization fulfills its mission effectively.**

## **Key Responsibilities**

### **Strategic Leadership:**

Develop and implement the organization's strategic plan in alignment with its mission and goals. Articulate the vision and mission of the organization to staff, board members, and stakeholders.

### **Operational Management:**

Oversee daily operations, ensuring that programs and services are delivered effectively and efficiently.

Manage staff and volunteers, including hiring, training, and performance evaluations.

### **Financial Oversight:**

Ensure the financial health of the organization by developing budgets, monitoring expenditures, and maintaining accurate financial records.

Lead fundraising efforts, including grant writing, donor relations, and organizing fundraising events.

### **Board Governance:**

Work closely with the Board of Directors to fulfill the organization's mission and ensure effective governance.

Provide timely and accurate information to the board to facilitate informed decision-making.

### **Community Engagement:**

Build and maintain relationships with community partners, stakeholders, and donors to enhance the organization's visibility and support.

Act as the public face of the organization, representing its interest at the local, state, and national levels.

### **Program Development and Evaluation:**

Design and evaluate programs to ensure they meet community needs and align with the organization's mission.

Implement systems for tracking program effectiveness and reporting outcomes to stakeholders.

### **Advocacy and Public Relations:**

Advocate for the organization's mission and programs within the community and among policymakers.

Develop communication strategies to promote the organization's work and engage the public.

## **Skills Required**

Strong leadership and management skills.  
Excellent communication and interpersonal abilities.  
Financial acumen and experience in fundraising.  
Strategic thinking and problem-solving capabilities.  
Commitment to the organization's mission and values.

The role of the Executive Director for the Mississippi Association of Supervisors Minority Caucus is multifaceted, requiring a balance of strategic vision and hands-on management to drive the organization toward success.

## **Required Education**

Master's degree, or Bachelor's degree with five (5) years of related work experience.

Additional Submittal Requirements

Documented Fundraising Accomplishments

Community Engagement and Planning

Legislative Involvement (State and National Level)

Member based non-profit involvement

Salary Range" \$45,000.00 - \$65,000.00, depending on qualifications and experience. Salary bonuses and incentives may be offered.

**The following information must be submitted via USPS by February 15, 2026 to:**

**MAS-MC**

**ATTN: Executive Director Search Committee**

**Post Office Box 1353**

**Greenville, MS 38701**

Letter of Employment Interest, include expected salary Current resume Three (3) Professional References Authorization form to contact current employer	Statement of Interest (Why do you want to work with MAS-MC?)
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# EMPLOYMENT APPLICATION

# MISSISSIPPI ASSOCIATION OF SUPERVISORS MINORITY CAUCUS

The City of Moorhead is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, origin, age disability, marital or veteran status, sexual orientation or any other legally protected status.

**Position(s) applied for:**

**Date:**

## PERSONAL INFORMATION

Last Name	First Name	Middle Initial
Street Address	City and State	Zip Code
Telephone Number	Social Security Number	Date of Birth
Mobile Phone Number	Email Address:	

## OTHER INFORMATION

- For the purpose of compliance with the United States Immigration and Nationalization Act, and the Mississippi Employment Eligibility Law, are you legally eligible for employment in the United States?  
\_\_\_\_ YES    \_\_\_\_ NO

Proof of citizenship or immigration will be required upon employment

- Were you previously employed by MAS-MC:    \_\_\_\_ YES    \_\_\_\_ NO  
If so, please provide the following information:

Employment Dates: \_\_\_\_\_

Position Title: \_\_\_\_\_

- Do you have a valid driver's license?    \_\_\_\_ YES    \_\_\_\_ NO  
If yes, please provide the following information:

Driver's License Number: \_\_\_\_\_

Issuing State: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

- Have you ever been fired or resigned from a position after being notified that you would be fired?  
YES    NO

If yes, please explain.

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- Have you ever been convicted for any violation(s) of law, including moving traffic violations?

YES  NO

If yes, please explain.

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**NOTE: Convictions will not necessarily disqualify an applicant from employment.**

- Are you currently employed?  YES  NO
- May we contact your employer?  YES  NO
- On what date would you be available for work?  /  /
- Are you currently on a “lay-off” status and subject to recall?  YES  NO
- Can you travel if the job requires it?  YES  NO

## EDUCATION

	Name and Address of School	Area of Study/Degree	Year(s) Completed or Date of Graduation
High School			
Undergraduate College University			
Graduate or Professional School			
Other (Specify)			

## EMPLOYMENT HISTORY

Employer:		Employer's Mailing Address	
Telephone Number:		Supervisor's Name:	
Job Title:		May we contact for reference: YES <input type="checkbox"/> NO <input type="checkbox"/>	
Dates Employed: From: _____ To: _____		Hourly Rate/Salary: Starting Salary: _____ Ending/Current Salary: _____	
Reason for leaving: <hr/> <hr/> <hr/>			
Summarize the type of work performed and job responsibilities: <hr/> <hr/> <hr/>			
Employer:		Employer's Mailing Address	
Telephone Number:		Supervisor's Name:	
Job Title:		May we contact for reference: YES <input type="checkbox"/> NO <input type="checkbox"/>	
Dates Employed: From: _____ To: _____		Hourly Rate/Salary: Starting Salary: _____ Ending/Current Salary: _____	
Reason for leaving: <hr/> <hr/> <hr/>			
Summarize the type of work performed and job responsibilities: <hr/> <hr/> <hr/>			
<h2>RESUME</h2>			
In addition to the employment history information above, ALL applicants <b>must</b> submit a current resume detailing work history for the last seven (7) years.			

## ADDITIONAL INFORMATION

**List special accomplishment, publications, awards, etc.** *It is not required that you include memberships that would reveal race, religion, sex, national origin, citizenship, age, mental or physical disabilities, veterans/reserve/national guard or any other similarly protected status.*

**List any specialized training, apprenticeship, skills, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.**

## REFERENCES

Provide three references who are not related to you, and are not current or previous employers.

NAME	ADDRESS AND TELEPHONE NUMBER

## APPLICANT'S STATEMENT

I certify that information given herein is true, correct, and complete to the best of my knowledge.

I authorize the investigation of all statements contained in this application for employment as may be necessary to make an affirmative employment decision.

This application for employment shall be considered active for a period of time not to exceed ninety (90) days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is an **"at will"** nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this **"at will"** employment relationship may not be changed by any written document or by conduct unless an authorized executive of this government entity specifically acknowledges such change in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Moorhead.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## For MAS-MC Office Use Only

Arrange Interview:  YES  NO      Interview Date/Time: \_\_\_\_\_

Employed:  YES  NO

Date of Employment: \_\_\_\_\_

Job Title: \_\_\_\_\_

Hourly Rate/Salary: \_\_\_\_\_

Approved:

Title:

Date:

