

## Notice of Vacancy

### EXECUTIVE DIRECTOR MARYLAND RETIRED SCHOOL PERSONNEL ASSOCIATION, INC.

The Maryland Retired School Personnel Association (MRSPA), a non-profit 501(c)(4) organization, is seeking applicants for the position of Executive Director. The Executive Director serves as the chief executive of the Association in accordance with Association Bylaws and operating procedures, having responsibility for the active management of the affairs of the Association; recommending and participating in the formulation of new policies and making decisions within existing policies as approved by the Executive Committee and/or the Board of Directors. The Executive Director is responsible for the supervision of three staff members, for the daily operation of the MRSPA office, and oversees the annual budget of more than \$550,000.

MRSPA represents almost 12,000 members in 24 local units throughout the state. It is the only association in Maryland that works exclusively for retired school personnel. MRSPA is affiliated with NRTA: AARP's Educator Community.

**Requirements:** Successful organizational development, administrative and leadership experience in managing staff and working with a Board and committees. *Educational experience is preferred.*

**Skills Viewed as Critical:** Outstanding writing and editing skills, excellent oral communication skills, ability to manage several projects/activities at the same time, excellent interpersonal and leadership skills, public relations and legislative expertise, budgeting and finance management, ability to use social media, technical proficiency with software such as Microsoft Office and Adobe

**Education:** Bachelor's Degree; Master's Degree preferred

**Hours:** Full Time

**Salary:** \$100,000

**Benefits:** Health, dental, vision, Rx, SEPIRA, disability, life

**Location:** Odenton, MD (No relocation costs will be paid.)

**Effective Date:** September 1, 2026

**Website:** [www.mrspa.org](http://www.mrspa.org)