



Job Title: Executive Director

Location: Madison, MS

Position Type: Full-Time

Reports To: Magnolia Speech School Chair & Board of Directors

About Us

Magnolia Speech School is seeking an experienced and dynamic Executive Director to lead our organization starting in the 2025 school year and beyond.

Founded in 1956, Magnolia Speech School is a non-public, non-profit, special-purpose school for children with communicative disorders.

MISSION: Magnolia Speech School creates a community for language and hearing challenged children and their families where they are empowered socially, emotionally, and intellectually to reach their full potential through spoken language and literacy.

Position Summary

The Executive Director serves as the key management leader of Magnolia Speech School, responsible for overseeing the administration, programs, and strategic plan of the organization. Key duties include organizational management, educational improvement, fundraising, marketing, community outreach, and maintaining relationships that support the school's mission. The Executive Director reports directly to the Board of Directors.

Key Responsibilities

Organizational Operations

Oversees the resources and systems needed to support the organization's operations.

- Ensure effective administration of Magnolia Speech School's daily operations.
- Recruit, retain, and support competent, qualified staff.
- Work with the Director of Donor Engagement (DDE) to oversee recruitment, training, and evaluation of volunteers.
- Works with Instructional Specialist to ensure the implementation of high-quality instruction and services are consistent for all students.
- Collaborate with Instructional Specialist to ensure best practices.

Financial Performance and Viability

Develops resources to ensure the school's financial health.



- Maintain fiscal integrity by overseeing the financial health of Magnolia Speech School.
- Collaborate with the Controller to submit a proposed annual budget and accurate financial reports that reflect the school's financial status.
- Ensure fiscal management that operates within the approved budget, optimizes resource utilization, and maintains the school's financial stability.

Mission and Strategic Planning

Collaborates with the Board and staff to ensure that the mission is fulfilled through effective programs and outreach.

- Implement programs that advance the school's mission.
- Lead strategic planning efforts to ensure long-term success.
- Enhance the school's public image by actively engaging with the community and partnering with professional, civic, and private organizations.

Board Governance

Works with the Board to advance the mission of Magnolia Speech School.

- Lead in a manner that supports and aligns with the mission defined by the Board of Directors.
- Communicate effectively with the Board, providing timely, accurate information to enable informed decision-making.

Professional Qualifications

- Master's Degree in a relevant field (preferred).
- Transparent, high-integrity leadership style.
- Five or more years of senior management experience in the nonprofit and/or educational sector (preferred).
- Strong, hands-on skills in budget management, including budget preparation, analysis, program development, and task facilitation.
- Ability to clearly convey the strategic vision to staff, Board, volunteers, and donors.
- Knowledge of fundraising strategies and donor relations unique to the nonprofit sector.
- Ability to collaborate with, motivate, and lead Board members and volunteers.
- Excellent verbal and written communication skills.
- Ability to engage and collaborate with diverse groups of volunteers, donors, and community stakeholders.
- Proven experience in leading and collaborating with staff teams.
- Strong public speaking skills.



Job Responsibilities

- Oversee the planning and operation of the annual budget.
- Establish and maintain employment and administrative policies for all functions and day-to-day operations.
- Serve as the primary spokesperson for Magnolia Speech School to the media, public, and key stakeholders.
- Oversee clinic operations within the school.
- Build and maintain relationships with various organizations across the state to strategically support and enhance the school's mission.
- Work closely with the Board of Directors on policy decisions, fundraising initiatives, and public awareness campaigns.
- Collaborate with staff to ensure the mission is effectively carried out.
- Review and approve contracts for services.
- Perform other duties as assigned by the Board of Directors.

Application Process:

Interested candidates should submit a resume and a cover letter detailing their qualifications and experience to Leatha Phillips, Interim Executive Director.

leatha.phillips@magnoliaspeechschool.org

Applications will be accepted through 12/07/2025 and will be reviewed on a rolling basis until the position is filled. The initial round of interviews are planned for January 2025.

Magnolia Speech School is an Equal Opportunity Employer.