

## **Executive Director, NEACAC**

### **Overview:**

New England Association for College Admission Counseling (NEACAC) seeks applicants for the position of Executive Director. NEACAC is one of the largest affiliates of the National Association for College Admission Counseling (NACAC). NEACAC operates independently and is comprised of over 3,500 members. The association is governed by an Executive Board and Governing Board, and the Executive Director will serve both of those boards to help direct the association.

### **Mission:**

The New England Association for College Admission Counseling leads, supports and advances the work of counseling, admission and enrollment professionals by promoting ethical responsibility, professional development, and state, regional and national advocacy as they help all students realize their full educational potential, with particular emphasis on the transition to postsecondary education.

### **Position Summary:**

The Executive Board delegates the responsibility for managing the strategic plan and day-to-day operations of NEACAC to the Executive Director. The Executive Director provides direction and support to the Executive and Governing Board as it carries out its governance function and is responsible to the Executive Board. The Executive Director supports the President, who is the chief spokesperson for the association, but the Executive Director will have a highly visible and vocal role at meetings and conferences of the association. The Executive Director, along with the President, assures appropriate representation of positions, policies, and issues to the community and has direct decision making responsibilities as they pertain to the professional functioning of the organization. The Executive Director assists the Executive Board in formulating the association's mission, goals, objectives, and related policies and is responsible for their implementation. Further, the Executive Director will help identify ways to move the organization forward and will be responsible for identifying and making suggestions to the Executive Board on how to accomplish those goals.

### **Primary Duties and Responsibilities:**

- Provides general oversight of all the association's activities, manages the day-to-day operations, and assures a smoothly functioning, efficient organization.
- Acts as a point of contact for all of the organization's communication and public relations outreach.
- Reports out to the Executive Board, Governing Board, and General Membership; and at official meetings of the association.
- Assists the President in developing the Executive Board and Governing Board's meeting agendas.
- Serves as an ex officio member of the Executive Board, Governing Board, and all standing committees.
- Oversees the fiscal activities of the association in conjunction with the Treasurer and the Finance Committee.
- Manages the hiring and supervision of the Administrative Assistant who will support the administrative functions of the organization.
- Directs, manages, and makes decisions regarding the general responsibilities and functions of the association.
- Responsible for the development, management, and oversight of the NEACAC website, CRM system, and communication plan for the association.
- Maintains, ensures consistency, and coordinates yearly updates of the Policy and Procedure Manual for the Governing Board and Executive Board Handbook for the Executive Board.

- Oversees the issuance of Continuing Education Credits to members for professional development programs.
- Provides support to NEACAC's fourteen standing committees in order to align the mission of NEACAC and goals of the Executive Director with the work of each individual committee
- Other duties and responsibilities as assigned by the President and/or Executive Board

**Education and Professional Requirements:**

- Bachelor's degree required; Master of Education degree strongly preferred
- Two to three years of secondary school counselling or college administration experience; or related education non-profit organization experience

**Required Knowledge and Skills:**

- Administrative experience including managing budgets, data and computer systems, direct mail, communication and networking skills
- Effective written, interpersonal, and communication skills necessary to represent NEACAC to its membership, prospective members, relevant external communities, and the public
- Demonstrated management skills necessary to direct and support the Executive and Governing Board in meeting their goals
- Ability to work independently to manage the day-to-day operations of the association, direct the work of the Administrative Assistant from a remote setting, and communicate with the President and Executive Board on a regular basis
- A valid driver's license and access to transportation
- The ability to lift materials weighing up to 40 pounds

**Preferred Knowledge and Skills:**

- Experience managing a CRM experience and complex database management
- Proficiency in web management including editing and/or design
- Past supervisory experience

**Position Information:**

This is a 40 hour per week, salaried position, which requires some night and weekend work. This position is not eligible for benefits or overtime pay. In addition, this position requires some travel throughout New England, overnight travel, and would be expected to travel further to the Annual Conference for National Association for College Admission Counseling's Annual Conference, held each fall in locations across the country. NEACAC does not have a physical office presence and this position, as well as the Administrative Assistant, would be remote. The Executive Director would need to establish a home office with support from NEACAC.

**Instructions to Applicants:**

Interested candidates should send a resume and cover letter to Andrew Rosabianca, NEACAC President, by e-mail at [arosabianca@anselm.edu](mailto:arosabianca@anselm.edu). Questions should also be directed to Andrew by e-mail or phone at 603-641-7811.

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all duties that may be performed by a person so classified.*