

ACTEA Executive Director position

The New York State Association of Career and Technical Education Administrators (ACTEA) is looking for a dynamic individual who is passionate about Career and Technical Education and takes initiative to seek out emerging trends to serve as Executive Director of the ACTEA Board of Directors (Board).

Professional Qualifications

- Ability to work effectively in collaboration with diverse groups of people
- Action-oriented, adaptable, and innovative approach to organizational planning
- A mission-driven, self-directed leader with integrity and a positive attitude
- Budgeting experience
- CTE administrator experience
- Strong organizational skills
- Strong written and verbal communication skills, including the use of social media

GENERAL RESPONSIBILITIES:

1) Board Governance and Operations: Develop, maintain, and support the Board of Directors; serve as leader of committees; seek and build board involvement with strategic direction for ongoing operations by working with the Board in order to fulfill ACTEA's mission.

- Responsible for leading ACTEA in a manner that supports and guides the organization's mission as defined by the Board.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Oversee and implement appropriate resources to ensure that the operations of the organization are appropriate.
- Responsible for effective administration of ACTEA operations.
- Responsible for signing agreements, contracts and other instruments as approved by the Board.

2) Financial Performance and Viability: Collaborate with the Board and Treasurer to ensure the financial health of the organization.

- Responsible for the reporting of the fiscal status of ACTEA, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for exploring and developing other resources as approved by the Board necessary to support ACTEA's mission.

3) Organization Mission and Strategy: Work with the Board to ensure the mission is fulfilled with programming, strategic planning and community outreach through leadership, advocacy, policy influence, and providing guidance to the field.

- Direct, partner and participate in advocacy efforts (ie. legislative) including, but not limited to, travel to Albany and other regions or venues as supported by the Board.
- Implement ACTEA's programs that carry out the organization's mission.
- Collaborate on strategic planning with the Board to ensure ACTEA can successfully fulfill its mission.
- Advance ACTEA's mission by working closely with other professional, civic and private organizations.

Contract and compensation: The ACTEA Executive Director is an annual contract position, with anticipated compensation of \$30,000.

Contact: Interested candidates are encouraged to email a cover letter and resume to Lorrie Hanifan, lhhanifan@hfmbooces.org, no later than Friday, June 22, 2018.