**CAACE Executive Director Consultant**

**Start Date:** July 1, 2023. First six months are a probationary period

**Hours per week:** Full time

**Compensation**
- $78,000 a year

**Additional Compensation**
- Additional compensation may be awarded based on a percentage of the dollar amount of grant awards.

**Location**
- Remote with in person as needed, including in-person board meetings, professional development, annual CAACE conference, advocacy and other meetings or events.

**Job Description**
- The Executive Director is responsible for administering the work of the Connecticut Adult & Continuing Education Association (CAACE) as it strives to meet its Mission (see attached).
- The Director is responsible for implementing the policies, goals and objectives as stipulated in the by-laws (see attached).
- The Director reports to the Executive Board who shall have the responsibility for the supervision and evaluation of this position.
- The Director must be prepared to travel statewide and nationally.
- The Director shall be provided such compensation and consideration as is outlined in the Work Agreement appended to this Job Description.

**CAACE Program Management**
- Lead daily operations so as to advocate for the increased quality of adult and community education in Connecticut.
- Actively promote cooperative efforts between adult education and organizations with similar missions, and shall provide leadership for statewide and national adult education efforts.
- Develop and implement a fund development plan to meet budget / insurance needs, including researching and securing funding from sponsors, private, state, and federal sources, in conjunction with the Executive Board.
- Responsible for maintaining a comprehensive communications plan including the assistance, supervision, preparation and distribution of all newsletters, brochures, and other such materials as may be developed for communicating the mission and business.
- Attend all meetings in-person or virtually pertaining to Adult Education including but not limited to CAACE Board Meetings, CAACE Conference Meetings and all other State and National Adult Education Meetings.
- Develop agendas for all Board meetings in consultation with the Board President and Executive Board Members including an annual report for board members.
Increase and maintain the current membership database, assess annual program membership fees and recommend any needed increases.

Collaborate with the Executive Board and the Membership Committee to create a membership packet that communicates the responsibilities of CAACE to its members and the benefits of CAACE membership particularly for use with non-public school groups.

Ensure that CAACE has a robust marketing and social media presence.

Work closely with the Communications Committee in implementing the state-wide Marketing Plan.

Update social media (weekly) regularly.

Maintain and update the CAACE website (Squarespace and Constant Contact).

Seek out and apply for state and federal grants and manage those grants if awarded.

Develop a fundraising plan to increase CAACE’s revenue.

Program Development

- Onboard new Adult Education Directors.
- Hold regional directors’ meetings.
- Recruit new board members.

Technology

- Proficient in Google Suite and Microsoft Office
- Proficient in website and social media management.
- Knowledge of Quickbooks or other accounting software, preferred.

Professional Learning

- Work closely with the Professional Development Committee to implement opportunities for CAACE members.

Conference Oversight

- Serve as Chair and work closely with the Conference Committee in implementing all aspects of the annual Conference.

Requirements

- Proven leadership, project management and organizational skills.
- Adult Education or non-profit experience preferred.
- Self-starter, ability to work independently, prioritize tasks, and work collaboratively with others during committee work.
- Bachelor’s degree preferred.
- Excellent written, oral and verbal communication skills.

How to Apply

- Send a current resume, cover letter, and three letters of recommendation to Angela Thomas Graves, Chair of the Interview Committee, at Athomas-graves@stamfordct.gov

Perform other duties as assigned by the Executive Board.