

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.