



# NATIONAL ALLIANCE OF CONCURRENT ENROLLMENT PARTNERSHIPS

## **NACEP Executive Director Job Description**

NACEP (National Alliance of Concurrent Enrollment Partnerships) seeks a visionary, innovative, and collaborative Executive Director who will be a respected voice in national and state conversations for advancing quality college courses for high school students. The Executive Director's primary responsibilities involve working collaboratively with the Board of Directors and overseeing the NACEP office staff members in furtherance of the mission of the organization. NACEP's national headquarters is located in Chapel Hill, North Carolina. The Executive Director is responsible for building and maintaining strong relationships with key stakeholders, including member schools and organizations, board members, staff members, state and national government agencies, foundations. The Executive Director is also responsible for managing NACEP's role with in the College in High School Alliance.

NACEP is the national voice for concurrent enrollment/dual credit models that promote high school student enrollment in college course work while students are still in high school. The organization focuses on accrediting concurrent enrollment programs that meet NACEP's prescribed standards for concurrent enrollment excellence. Additionally, NACEP is a leader in concurrent enrollment advocacy, research, and development. The Executive Director, in conjunction with the Board of Directors, assists in developing, leading, managing, overseeing the accomplishment of NACEP's goals and objectives, and guiding the organization through its strategic plan and enhancing NACEP's role as the national voice of concurrent enrollment.

### **Vision and Strategic Plan**

NACEP's membership has grown at an extraordinary pace over the past few years, and the organization is committed to providing ample opportunities for members to lead, shape, and engage local, state, and national discussions on college coursework for high school students.

The new Executive Director should embrace and further NACEP's vision for the future, a vision where *all high school students will be prepared for, have access to, and succeed in quality college courses*. This vision emphasizes the importance of deep collaboration between high schools and their postsecondary partners in order to prepare all students for postsecondary work. As part of its vision, NACEP is guided by the five main goals of our Strategic Plan:

1. Strengthen the Voice and Engagement of All Members;
2. Communicate the Benefits of Quality Concurrent Enrollment;
3. Enhance the Value and Recognition of NACEP Accreditation;
4. Provide Leadership for Policy that Affects Concurrent Enrollment; and
5. Expand the Scope of the Organization to Include Other Dual Enrollment Models.

## **Essential Duties, Responsibilities, and Desired Candidate Characteristics**

The following are essential duties, responsibilities, and desired characteristics of the person hired as Executive Director. These are not to be construed as all-inclusive; other duties may be required or assigned as determined by the Board of Directors.

- Develop and implement strategic management, volunteer, financial and other organizational objectives
- Supervise the planning and coordinating of NACEP Board meetings and the annual conference
- Take part in NACEP Board of Directors meetings
- Assist NACEP officers and standing and ad hoc committee chairs as assigned
- Develop and draft policies and other official documents for review by the Board
- Serve as a resource person for members and as the first contact for external parties
- Promote the organization through presentations, media relations, and advocacy as an authoritative voice on concurrent enrollment
- Recruit new members and solicit potential financial support
- Build relationships with key organizations and individuals related to concurrent enrollment
- Work with and guide volunteers in achieving NACEP objectives
- Build relationships with members and other related constituencies
- Recruit, supervise, train, and evaluate staff
- Manage fiscal and business operations
- Provide technical assistance on accreditation matters and staff leadership for the Accreditation Commission
- Exhibit excellent oral and written communication skills
- Perform other duties as assigned

### **Salary**

- Based on the experience and characteristics of the successful candidate: \$80,000-\$100,000 range.

### **Benefits**

- \$5,500 Cafeteria Plan health benefit can be applied toward employer-sponsored health insurance and/or a Flexible Savings Account.
- 6% pre-tax employer contribution to a SEP-IRA retirement account.
- 32 days Paid Time Off in addition to 10 designated holidays. Upon the birth or adoption of a child, the employee is eligible for an additional 5 days of Paid Time Off for parental leave, in addition to up to 12 weeks of unpaid leave.

### **Location**

- Significant duties for this position include oversight of a staff located at NACEP's headquarters in Chapel Hill, North Carolina. Optimal location of Executive Director will be discussed with final candidates. Travel is required.

## Education and Experience

### Required

- Master's Degree with minimum of five years of management experience
- Demonstrated dual credit knowledge and work-related experience

### Preferred

- Doctorate Degree with additional relevant educational credentials
- Five years of experience in higher education or dual enrollment

## Applications for Position

Please email the following documents as PDFs attachments to Patrick Cannon, Transition Committee Chair, at [nacepEDposition@gmail.com](mailto:nacepEDposition@gmail.com):

1. Cover Letter
2. Resume
3. A response to the following prompt:
  - Craft an issue brief suitable for publication on the NACEP website explaining what you believe to be one or two of the most important issues currently facing dual/concurrent enrollment programs on the national level. Include your thoughts on how NACEP and its membership might best address the issue(s).

Completed application documents must be emailed no later than midnight Pacific Time, **October 17, 2018**, in order to be considered.

Candidates are encouraged to learn more about our organization by visiting our website at [www.nacep.org](http://www.nacep.org).

*NACEP is committed to intentionally creating a diverse and fair environment for work and learning, and fostering open, inclusive communication within the organization and membership. NACEP prohibits discrimination in all NACEP activities on the basis of race, color, national origin, ancestry, creed, citizenship, religion, sex, sexual orientation, gender identity, age, veteran and military status, marital and parental status, disability, or political affiliation. NACEP is committed to drawing strength from our differences and building on our similarities for the advancement of the organization.*