

## **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](mailto:lhhanifan@hfmbooces.org), no later than Friday, June 22, 2018.