



NORTH CAROLINA ASSOCIATION FOR THE

**GIFTED &
TALENTED**

**EXECUTIVE DIRECTOR
NORTH CAROLINA ASSOCIATION FOR THE GIFTED AND TALENTED
(NCAGT)
Job Description**

The Executive Director of NCAGT represents the organization externally to various groups and organizations on issues and positions relevant to the field of gifted education on which the Board of Directors of the organization has taken a formal stand. The Executive Director reports to the Board through its elected representatives, the Executive Committee. Internally, the Executive Director, responsible for a budget, manages the day-to-day operation of the state office. A successful candidate will exhibit many of the following qualities and skills:

- Translation of the association's mission and strategic plan through collaboration with both internal and external constituencies;
- Maintenance of the integrity and leadership of the organization and the profession it represents;
- Promotion of the NCAGT advocacy and legislative agendas with appropriate audiences;
- Oversight of the annual conference;
- Initiation of fundraising activities through grant-writing and other means that promote membership development, professional development opportunities and targeted initiatives;
- Communication in effective oral and written form to both internal and external audiences;
- Development of an annual budget for the organization that reflects a careful balancing of annual needs and long-term planning; and
- Supervision of the ongoing evolution of the organization.

Major Responsibilities

Board of Directors and Executive Committee

- Organizes, coordinates, and assists in defining and articulating NCAGT's vision, mission, and direction in concert with the Board.
- Facilitates long-term and short-range planning.
- Ensures open, precise communication with the officers, the Board, members, and other stakeholders.
- Attends and assists in organizing all meetings of the Board and the Executive Committee.
- Assists in development and review of policies and procedures and facilitates compliance.

Members

- Supervises all arrangements for the annual conference and other meetings designed to serve the NCAGT mission and its members.
- Engages in professional, clear, precise, and timely communication with individual members.

- Monitors the association's membership status and works with the Board and staff to orchestrate membership recruitment and retention efforts with attention to racial, geographic, and ethnic diversity reflective of state demographics.
- Develops collaborations with members to enhance the association's efficacy for advocating for and addressing the needs of gifted children.

Communication and Technology

- Continuously improves efforts to promote NCAGT's public image, reputation, and belief that everyone is a potential stakeholder.
- Uses precision in oral and written communication with all populations.
- As appropriate, serves as a public spokesperson to amplify NCAGT's visibility and to promote its mission through communicating effectively its philosophy, mission, and goals to the media, the public, elected officials, current stakeholders, and potential stakeholders.
- Establishes an atmosphere conducive for open communication with and among staff and membership.
- Uses a variety of technological tools, including social media applications, for the purpose of membership recruitment, communication and promotions. Is comfortable with data management tools.

Development

- Remains current on political issues affecting gifted education and collaborates to develop proactive strategies.
- Seeks and nurtures relationships with existing and potential new sources of funding.

Fiscal

- In concert with the Executive Committee, supervises the formulation and proposal of annual operating budgets.
- Establishes internal fiscal management controls and supervises budget execution.
- Maintains strong fiscal accountability in keeping with NCAGT's mission.
- Ensures NCAGT's total compliance with state and federal tax laws.

Qualifications

Executive Ability

Has a track record of superior administration. As a consummate leader, s/he will be able to inspire, motivate, organize, and direct the staff to maximal productivity. Further, s/he will be capable of making difficult management decisions, including appropriate delegation of authority. In relationships with all stakeholders, s/he will demonstrate consensus-building skills through excellent communication and strategic planning. Finally, s/he will have an affinity for addressing issues creatively, for conceptualizing alternative responses to challenges, and for translating needs into practical services.

Personal Integrity

The Executive Director is of high integrity in financial and managerial matters. Equally as important, the candidate is intellectually honest and fair with staff, members, and all stakeholders. Relying on superb communication skills and a keen understanding of human

relations, s/he is to be consistently diplomatic. The candidate shows a strong commitment to equity.

Experience and Education

The association would prefer that candidates have achieved a Master's level education. In addition, a minimum of 12 years of experience relating to public service associations, nonprofit organizations, or business, 5 of which were in a supervisory position. S/he will be accustomed to working cooperatively with a board of directors and will provide evidence of successful collaboration in such work environments. Finally, s/he will have achieved a record of advancement indicative of leadership and management acumen in positions of progressively increasing responsibility.