

Executive Director - Position Description

- Title:** Executive Director
- Reports to:** CEANY Executive Board
- Job type:** Part-time, defined flexible hours
- Salary:** Commensurate with experience
- Location:** Home office
- General:** The Continuing Education Association of New York (CEANY) is a community of dedicated professionals focused on the needs of New York State public higher continuing education. The Association advocates for the role of continuing education and informs and influences state policy affecting continuing education. CEANY serves as an advocate for the postsecondary adult learner and encourages the professional development of its members. CEANY is a 501(c) (6) not-for-profit organization.
- Job Summary:** The Executive Director is responsible for the development and implementation of policies, procedures and programs to carry out the directions set by the Board of Directors. Advocacy and member relations are key responsibilities. In performing these duties, the Executive Director confers regularly with the Board and communicates regularly with the membership.
- Responsibilities:** Advocacy / Grant Support:
- Forge partnerships and relationships with key government (economic development and education) individuals and agencies, including CEANY SUNY and CUNY Liaisons, to advocate for CEANY and to gain support for consortia grant projects.
 - Develop partnerships with public and private organizations in higher education and research and economic development communities.
 - Collect, analyze, package and share economic development and community impact data/information of collective member organizations to strengthen CEANY visibility.
 - Seek and share information about appropriate grant opportunities.
 - Provide leadership role in convening / organizing consortia grant groups and assist with submitting grant applications.
- Indicators of success:*
- Make direct connection and follow up with three identified key economic development and NYS legislative representatives equably distributed across CEANY regions.
 - Make direct connection and follow up with five key private organizations in higher education and research and economic development organizations, equably distributed across CEANY regions.
 - Create and complete brochure that captures economic and community impact of all member organizations.
 - Identify a minimum of four potential consortium projects that have the greatest opportunity for broad CEANY participation and impact.
 - Organize and help members submit one consortium grant application.
- Membership:
- Promote member awareness of the organization and benefits of institutional membership through print and electronic means.
 - Educate prospective members, stakeholders, and the academic community at large about the services and activities of the organization.

- Support regional chairs in building a sense of community among members, for example, through programs, meetings and seminars, small interest groups and retirees' group activities.
- Represent the organization at strategically identified external meetings and public forums.
- Coordinate, create and distribute marketing materials and communications.

Indicators of success:

Working with membership committee and regional chairs/board reps:

- 10% increase in individual membership
- 95% participation of eligible membership institutions
- 10% increase in regional meeting participation

Finance and Development:

- Recommend revenue plan, including membership dues/rates.
- Assist with non-routine activities of the treasurer.
- Seek grants and business opportunities for sustaining the organization
- Work in concert with the Board to implement a development program that meets the financial goals established for the organization.
- Foster relationships and seek on-going feedback with conference vendors regarding outcomes and future opportunities.

Indicators of success:

- Garner funds sufficient to cover his/her annual payroll and expenses.
- Increase vendor contribution and underwriting for the annual conference 10%.
- Establish two long term commitments (2-4 years) for sponsorship and underwriting.

Additional Responsibilities & Expectations

- Attend Board and executive committee meetings / conference calls.
- Attend meeting of and serve as Ex-Officio (non-voting) member of board and executive committee.
- Take and distribute board and executive committee meeting minutes.
- Work in a part-time consultative position, approximately 20 hours a week, 45 weeks per year.
- Must have own ground transportation (reimbursed in accordance with NYS guidelines), office equipment including laptop, MS Office Suite, fax and/or scanner.
- Provide report of activities to the President/Executive Board.
- Serve as our professional public representative and agent.

Qualifications:

Education:

- Minimum: Undergraduate Degree
- Preferred: Master's Degree in a related discipline

Professional (all required):

- Five years of senior professional experience in an adult education position with an office of public higher education; working knowledge of issues and trends affecting these offices and higher education in general .
- Experience with a membership organization governed by a board; evidence of successful advocacy efforts; working knowledge of New York State legislative environment.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Budget experience and at least intermediate level knowledge of MS Office
- Supplemental marketing, web, and list serve experience.
- Successful experience in grant writing/award recipient.