



JOB TITLE	Executive Director
DIVISION/DEPARTMENT	International ACAC Staff
LOCATION	Remote, U.S.based
REPORTS TO	President of the Board
TYPE OF POSITION	Exempt, Full-Time 12 months

OVERVIEW

- The International Association for College Admission Counseling (International ACAC) is a non-profit membership association which serves 3,500+ members from 130+ countries. Our members are composed of secondary counselors, college and university admissions representatives, individuals and organizations.
- Our mission is *to facilitate global interaction among counselors and institutions in support of secondary students transitioning to higher education while promoting professional standards that fosters ethical and social responsibility.*
- International ACAC is a US based 501(c)(3) non-profit organization, incorporated in the Commonwealth of Virginia.

PRIMARY RESPONSIBILITIES

Specific responsibilities include, but are not limited to, the following:

- Under supervision of and reporting to the Presidential Team, the Executive Director supports and facilitates programming based on the strategic goals and objectives set forth by the International ACAC Executive Board.
- Serve as the Supervisor for the International ACAC headquarters staff and oversee all internal operations. This includes:
 - Hiring of essential staff as determined by the International ACAC Executive Board.
 - Providing annual evaluation of all paid full-time and part-time staff and reported to the President.
 - Assign duties and tasks to the International ACAC Headquarters Staff.
- Serve as a Parliamentarian for the Executive Board. This includes:
 - Attendance at all International ACAC Executive Board and Leadership Team (President, President-Elect and Past President) meetings.
 - Providing oversight to ensure rules of order and proper procedure of the conduct in Executive Board Meetings.
 - Serving as a resource and historian of International ACAC's Bylaws and Policies and Procedures to support and provide guidance to the Executive Board work and decision-making.
 - Maintain records of all past Executive Board agenda and minutes.
- Supervise and provide fiscal oversight to all International ACAC events and attend at a full-time working capacity including:
 - Annual Conference (July of each calendar year), in conjunction with the President-elect and Assistant Director.
 - Regional Institutes (two per calendar year).
 - Executive Board and Leadership Team Retreats (two per calendar year).
 - Other events as voted and passed by the Executive Board.

- In conjunction with the Board President, the Executive Director shall:
 - Provide organizational management and support while working independently and ensuring integration of projects and initiatives.
 - Maintain continuous lines of communication with Board members.
 - Reporting to the Presidential Team of all critical issues.
- In conjunction with the Board Past-President and Governance and Nominating Committee, the Executive Director shall:
 - Provide annual election support and serve as the vote teller.
 - Ensure that the International ACAC's Bylaws and policy documents are maintained, up-to-date, and that the most current versions are available to the membership on the International ACAC website.
 - Ensure the integrity of the election is being practiced in accordance with International ACAC's Bylaws and Policies and Procedures.
- In conjunction with the VP for Finance, the Executive Director shall provide extensive monitoring, upkeep and management of the International ACAC's finances. This includes:
 - Serving as the liaison with International ACAC's insurance broker, investment managers and accounting/audit firm.
 - Contracting with an auditing firm if determined by the Board.
 - Provide quarterly reports to the VP for Finance.
 - Serve as liaison to the accounting firm on all payroll and tax-related items.
 - Sending relevant documents to accountants for annual audits of the International ACAC.
 - Monitoring insurance coverage.
 - Manage other financial matters as assigned.
- In conjunction with the Vice Presidents, support initiatives undertaken by their committees. Support Delegates who manage projects or other committees.
- Conduct official correspondence on behalf of the Board when appropriate and jointly with the Board when appropriate. This includes:
 - Acting as spokesperson for the International ACAC and representing International ACAC to the larger educational community as directed by the Board.
 - Monitor and direct email and direct communications conducted by International ACAC staff.
 - Ensure that the International ACAC is represented in a professional manner and that privacy and confidentiality are maintained at all times.
- Maintain inter-association relationships: Create and maintain relationships with other associations in the field of college admissions counseling, identified by the Executive Board.
- Perform other duties as deemed appropriate and necessary by the Executive Board.

MINIMUM QUALIFICATIONS

- Bachelor's degree or equivalent.
- Fluency in the English language.
- Authorized to work legally in the United States.
- The ideal candidate will have previous professional experience serving in a management role for a non-profit organization, volunteer-based non-profit organization is preferred.
- The ideal candidate will have in-depth understanding of fiscal policies and have previous professional experience providing oversight to the fiscal operations of an organization, including budgeting and financial management.
- The ideal candidate will have previous technological expertise with database management, website monitoring and management, and social media monitoring and management.
- Professional experience in school-based counseling, college/university admissions or higher education administration is preferred.
- Demonstration of excellent communication and customer service skills, strong writing ability, proven problem-solving skills and detail-orientation.
- Demonstration of working experience within an international context and a learned competency and working knowledge of diversity (geographical, cultural, and linguistic).

- Demonstration of technical proficiency in using Google Workspace (Gmail, Google Drive, Google Docs, Google Sheets, Google Forms, Google Sites, etc.).
- Demonstration of working knowledge of membership or constituent database (AMS) experience.
- Demonstration of professional experience in a hybrid or remote working environment.

TERMS OF EMPLOYMENT

- Monthly Salary: \$6,500-8,500 per month, commensurate with experience and credentials
- International ACAC's business hours are scheduled Monday through Friday, 9AM to 5PM ET. The Executive Director working hours mirror the open hours of International ACAC. Based on the remote location of the Executive Director, adjustments to working hours may be made.
- Responsibilities include working across geographically diverse time zones where the Executive Board and Membership are located, primarily outside of the United States.
- Expenses: reimbursement provided for meetings, conferences, and all other expenses related to the functioning of International ACAC.
- Travel: Some travel is required. Attendance at the Annual Conference is required, as is on-call availability for the duration of the event.

TO APPLY

Interested candidates should submit a resume and cover letter to careers@internationalacac.org, outlining relevant experience and skills. No phone calls.

** The list of responsibilities may be subject to change in order to meet the evolving needs of the International ACAC.*

Revised 9/20/2022