



NATIONAL ASSOCIATION
FOR COMMUNITY COLLEGE
ENTREPRENEURSHIP

Professional Opportunity

EXECUTIVE ASSISTANT

The **Executive Assistant** works directly with the President & CEO of NACCE and with other staff members to schedule travel, meetings, conference calls, draft letters, proposals, MOUs and assist with the organization and preparation of Power Point presentations. The Executive Assistant serves as a member of NACCE's Conference Planning Team and schedules meetings, handles logistics, and other duties as required. Assistance with proofing the quarterly journal, reviewing and updating mailing lists, and managing the logistics of other high level events is required. Support for NACCE's annual national conference and make/*SHIFT* 2.0 conferences is also required. Limited travel, to NACCE's annual staff retreat and national conferences, is also required.

Organization

Founded in 2002, the National Association for Community College Entrepreneurship is a 501 (c) 3 educational association that provides leadership and sustainable scalable resources to provide entrepreneurial thinking and action in one of the largest entrepreneurial ecosystems in North America. Since its inception, NACCE has grown to a network of over 325 community colleges and universities with over 2,000 active professionals that serve 3.3 million students. Our annual budget was set at \$4.7 million for 2019 and is expected to increase substantially in 2020.

We hold national and regional conferences, publish a quarterly journal, host webinars, provide technical assistance to foundations and government entities. In the past three years, NACCE has re-granted over \$2.5 million dollars to member colleges, published a textbook, *Community Colleges as Incubators of Innovation*, and established six emerging centers of practices.

For more information, please visit nacce.com.

Position

NACCE has been growing steadily and is now seeking to expand nationally. We are looking for a seasoned, professional, polished Executive Assistant who can provide exemplary service to the President & CEO so that the organization can continue to expand and uphold the highest level of professionalism. Accessibility during regular business hours and in-person participation at a few events around the country is essential.

Exceptional interpersonal, organizational, and communication (both written and verbal) skills are required. Experience dealing with presidents, industry executives, and/or foundation

leaders is required. A strong interest in entrepreneurship and a commitment to equity, diversity and inclusion (in all forms) are essential

Responsibilities

Reporting to the President & CEO, the Executive Assistant will have the following responsibilities:

- Participate in regularly scheduled staff conference calls on a weekly basis.
- Utilize project management tools (SmartSheet, Drop Box, etc.)
- Help with proposals through writing, researching, and Power Point creation.
- Manage the travel schedule and logistics for the President & CEO and Vice President.
- Assist as needed with the travel and expense report review of other NACCE staff.
- Schedule conference calls, group calls for NACCE conference speakers and panels.
- Draft MOUs for revenue share and partner agreements.
- Assist with drafting the narrative updates for grant reports as needed.
- Update policy handbooks and other documents as needed.
- Update job descriptions and other organizational documents as needed.
- Provide support for the Verizon Innovative Learning project as needed.
- Other duties as required.

Key Qualifications:

The selected candidate will have several years of experience successfully serving as an executive assistant for an organization. High competency with confidential communication, scheduling (across time zones), using project management software successfully, assisting complex and dynamic teams with the highest level of professionalism and customer service are required. **This position will require the candidate to work from the newly established NACCE HQ in Raleigh/Cary, North Carolina where the President/CEO, Vice President, and other staff will be based.** Other members of NACCE team work virtually and remotely in other parts of the country. Therefore, familiarity with project management tools and communicating via video conference are essential.

Additional requirements:

- A demonstrated track record of meeting deadlines, producing high quality written work, and effective verbal and interpersonal skills.
- The ability to make travel arrangements, prepare reports, and track and review expenses.
- The interest in being part of team in a dynamic national work environment that requires continual learning and growth.
- Ability to travel to a national conference and staff retreat annually.
- Commitment to being accessible and maintaining a professional work environment.

- Experience working professionally in higher education is highly desired.

Compensation

This is an outstanding opportunity for a highly motivated person to assume a pivotal role in the evolution of a fast-growing, highly respected organization. We are seeking an individual of outstanding quality with a respected track record. NACCE is prepared to offer a competitive compensation package, including a salary as well as health, dental, IRA, and vacation benefits. . This position will require the candidate to work from the newly established NACCE HQ in Raleigh, North Carolina where the President/CEO, Vice President, and other staff will be based.

Application Process:

1. The initial submission and review process will be **September 5 – October 31, 2019**. The desired start date for this position in Raleigh/Cary is January 2020. The search will continue until an exceptional candidate is found.
2. *Some interviews may be scheduled during NACCE's annual conference – October 13 – 16th in Newport Beach, CA.*
3. **A cover letter and resume/CV** outlining how the applicant's skills align to this job description and NACCE's mission.
4. **Three professional references with email and phone numbers.** *References will not be contacted without the candidate's prior approval.*
5. This is a confidential process.

Please submit materials and direct inquiries to Amy Bouvier, Director of Finance & Administration for NACCE at bouvier@nacce.com.