

Family, Career and Community Leaders of America, Inc.

POSITION DESCRIPTION

TITLE: North Carolina Executive Director

SUPERVISOR FCCLA Senior Director

DEPARTMENT: Operations

Full-time Part-time Exempt Non-Exempt

PRIMARY PURPOSE

The North Carolina FCCLA Executive Director is responsible for assuring a skilled workforce through high-quality Family and Consumer Sciences and Career and Technical Education for North Carolina by managing and directing the North Carolina State Association of Family, Career and Community Leaders of America (FCCLA) while also assisting FCCLA's operation's team.

ESSENTIAL FUNCTIONS

North Carolina Executive Director

Percent of time 80%

- Assure the association is legally compliant, fiscally responsible, and publicly respected;
- Work with the FCCLA Senior Director, NC Board Chair and Treasurer to prepare and adhere to an annual budget, file the NC FCCLA 990, conduct financial reviews, and sign contracts with hotels and vendors;
- Conduct NC FCCLA program of activities consisting of but not limited to the following: state officer training, local chapter officer training, fall leadership meetings, legislative and advocacy events, and state leadership conference;
- Provide statewide leadership in the development, implementation, and growth of NC FCCLA programs and services;
- Serve as a liaison between the North Carolina Department of Public Instruction (NCDPI), Division of Career and Technical Education (CTE), and North Carolina FCCLA;
- Collaborate with Family and Consumer Sciences education state staff at the North Carolina Department of Public Instruction, including but not limited to, meeting regularly, supporting the Career and Technical Education New Teacher Programs and the North Carolina Career and Technical Education Summer Conference, and Family and Consumer Sciences education curriculum projects;
- Provide technical assistance to NC FCCLA by remaining current in federal, state and local laws, regulations and policies, including State Board of Education policies, NCDPI CTE policies, North Carolina laws and regulations, and FCCLA policies;

- Prepare and conduct professional development experiences and workshops on the latest recommendations for new or revised policies, procedures, and/or activities related to FCCLA;
- Implement and follow the NC FCCLA Strategic Plan by developing work plans that move the state association toward achieving goals outlined in the strategic plan;
- Provide the NC FCCLA Board of Directors with monthly email updates to include, but not limited to, the progress on specific and measurable goals, data, and achievements;
- Provide the North Carolina Department of Public Instruction, as well as the NC FCCLA Board of Directors with specific and measurable goals, data, annual reports, and achievements;
- Promote FCCLA as an intra-curricular component of high-quality Family and Consumer Sciences education programs that support the NCDPI's Career and Technical Education Essential Standards;
- Serve as a resource professional along with NC DPI Family and Consumer Sciences Education Consultants to provide professional development, leadership, and technical assistance to teachers, administrators, and local FCCLA Advisers;
- Provide direction to North Carolina FCCLA Advisers on operating a chapter following NC FCCLA guidelines and procedures approved by the North Carolina FCCLA Board of Directors;
- Prepare and disseminate written communications to North Carolina FCCLA Chapters and members through mailings, e-mails, website, NC DPI CTE Moodle, distance learning, exhibits, and presentations.
- Update the NC FCCLA Website in a timely manner. Engage the association and its marketing efforts through social media and other digital means;
- Identify, expand, and facilitate North Carolina FCCLA partnerships with business and industry, postsecondary education, government agencies, and nonprofit organizations;
- Collaborate with postsecondary institutions to recruit and inform potential teachers about FCCLA in their teacher preparation programs;
- Lead, coordinate, and manage volunteers, vendors, and partners to execute high-quality programs and activities that are highly regarded by NC FCCLA stakeholders;
- Develop ways to recognize chapters, advisers, students, and other stakeholders for their participation, volunteerism, and/or achievements for FCCLA;
- With approval, serve on local, state or national boards, committees, consortiums or business and education partnerships related to FCCLA and CTE;
- Attend the FCCLA National Leadership Conference and the State Advisers Management Meeting;
- Coordinate attendance of North Carolina chapters at the FCCLA National Leadership Conference;
- Support the work of the FCS/FCCLA District Leadership Councils in providing regional professional development for FCS teachers;
- Maintain the association's records and historical artifacts; and
- Other tasks as needed.

National FCCLA Support

Percent of time 20%

- Participate in FCCLA National and Operations team staff meetings (weekly);
- Assist the Operations team in performing testing of the FCCLA Portal;
- Assist in supporting the North East Coast state association Johnson and Wales partnership
- While attending the National Leadership Conference, when not performing official duties as the North Carolina Executive Director, assist with registration and workshops;
- Assist in the development of lesson plans, webinars, and promotional materials that can easily be adapted by other state advisers to increase recruitment or retention in their state; and
- Other tasks as needed.

EXPERIENCE, SKILLS AND QUALIFICATIONS

- Bachelor degree required; Master degree preferred
- Three (3) Years of related work experience
- Experience as an FCCLA Adviser, preferred
- Excellent analytical, problem-solving, and strategic leadership skills
- Experience with budget development and maintenance
- Strong interpersonal, communication, and listening skills
- Knowledge of Robert's Rules of Order, preferred
- A resident of North Carolina or willing to relocate
- Ability to:
 - Prioritize, organize, multi-task, and use time management skills
 - Be accurate and detail-oriented
 - Work irregular hours and travel as required
 - Work with minimal supervision

TRAVEL REQUIREMENTS

10-15%

Travel statewide to assist stakeholders with implementing FCCLA activities, to the annual State Leadership Conference, State Executive Council Training, National Leadership Conference, and State Adviser Management Meeting, and the National FCCLA Headquarters, as needed.

EMPLOYER'S RIGHTS

The Family, Career and Community Leaders of America Inc.'s management reserves the right to review and revise this document at any time. Employees are expected to perform any other duties or tasks assigned to them. This document describes intended job content and performance requirements and is expected to be revised annually or when a significant change occurs. The

existence of this document should not be construed in any way to represent an actual or implied employment contract.

This organization grants equal employment opportunities to all qualified persons regardless of race, creed, color, sex, age, national origin, marital status, or physical/mental handicap. The FCCLA National Board of Directors desires that equal opportunities be provided in recruitment, selection, salary, promotion, benefits, privileges, and all other terms and conditions of employment.

Salary and Benefits:

The 2024-2025 annual salary for this position is \$50,000. FCCLA provides a comprehensive benefits package, including health, dental, vision insurance, retirement contributions, and various paid leave.

How to Apply:

Interested applicants should upload their cover letter and resume with file names to include the applicant's first and last name and cover letter or resume to this [folder](#):