Family, Career and Community Leaders of America, Inc.

POSITION DESCRIPTION

TITLE: North Carolina Executive Director
SUPERVISOR Director of Operations
DEPARTMENT: Operations

[X] Full-time  [ ] Part-time  [X] Exempt  [] Non-Exempt

PRIMARY PURPOSE

The North Carolina 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 providing assistance to FCCLA’s operation’s team.

ESSENTIAL FUNCTIONS

North Carolina Executive Director
Percent of time 85%

- Assure the association is legally compliant, fiscally responsible, and publicly respected;
- Work with the FCCLA Director of Operations, NC Board Chair and Treasurer to 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, district 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 Induction Program 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;
• Support the NC FCCLA Strategic Plan and devise tasks and work plans that move the state association toward achieving goals outlined in the strategic plan;
• Provide the North Carolina Department of Public Instruction, as well as the NC FCCLA Board of Directors with specific and measurable goals, data, annual report, and achievements;
• Promote FCCLA as an intra-curricular component of high-quality Family and Consumer Sciences education programs. Support NCDPI’s Career and Technical Education Essential Standards;
• Serve as a resource professional along with NCDPI’s 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 in accordance with state FCCLA guidelines and procedures approved by the North Carolina FCCLA Board;
• Prepare and disseminate written communications to North Carolina FCCLA chapters and members through mailings, e-mails, Website, 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 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 and their district fall leadership meetings;
• Maintain the association’s records and historical artifacts; and
• Other tasks as needed.
FCCLA Membership Coordinator

Percent of time 15%

- Participate in FCCLA National and Operations team staff meetings (weekly);
- Assist the Operations team in performing testing of the FCCLA Portal;
- While attending the National Leadership Conference or the National Fall Conference, when not performing official duties as the North Carolina Executive Director, assist with registration and workshops;
- Assist in putting together 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 National Leadership Conference and State Adviser Management Meeting, and to the National Headquarters, as needed.

EMPLOYER’S RIGHTS

The Family, Career and Community Leaders of America’s management reserves the right to review and revise this document at any time. Employees are expected to perform any other duties or tasks that are assigned. This document represents a description of intended job content and performance requirements and is expected to be revised annually or when a major change occurs. The existence of this document should not be construed in any way to represent an actual or implied contract of employment.