

## **Job Description and Qualifications for CEC's Executive Director**

The Executive Director of The Council for Exceptional Children (CEC) reports to the Board of Directors and is responsible for CEC's consistent achievement of its mission to improve, through excellence and advocacy, the education and quality of life for children and youth with exceptionalities and to enhance engagement of their families. The Executive Director will oversee an operating budget of \$8.5 million and a paid staff of 40 and will be accountable for consistently improving CEC's financial results, driving membership growth and loyalty, and enhancing CEC's position as the preeminent authority and advocate for special education. Primary responsibilities will include but are not limited to:

### **Financial**

1. Promote sound financial practices.
2. Initiate development of new revenue streams and identify new funding sources.
3. Work with the staff and Board in developing annual budget that ensures adequate funds are available to permit CEC to carry out its work.
4. Monitor fiscal status of the organization to ensure that CEC operates within budget guidelines.
5. Seek opportunities for better efficiencies leading to decreased operating costs without compromising CEC's ability to deliver high-quality programs and services to members.

### **Membership**

1. Work with the staff and Board to assess the changing needs and preferences of CEC's members and respond with relevant solutions.
2. Proactively lead initiatives to improve member engagement and new member acquisition, and employ tools/processes for measuring results.
3. Continuously monitor membership trends across CEC and other associations to identify opportunities for innovation and implementation of best practices.
4. Produce consistent messaging to keep members abreast of CEC's actions on key issues affecting special education, new programs and services, and organization-wide changes and improvements.

### **Strategic Support & Board Relations**

1. Actively work with the Board in developing CEC's strategic plan and lead accurate, timely and cost effective execution of the plan.
2. Provide leadership in prioritizing actions, establishing goals and holding accountability for successful completion of work.
3. Maintain an open line of communication with Board members to keep them fully informed on all matters relating to CEC's overall organizational health.
4. Promote active and broad participation by volunteers in CEC's execution of strategic plans.
5. Maintain current knowledge of significant developments and trends in special education to be able to provide the Board and other key stakeholders with ideas for capitalizing on opportunities and/or managing impact factors.
6. Work with the Board and other leaders to build consensus for new directions and initiatives.

## **Strategic Partnerships & Advocacy**

1. Actively promote and expand CEC's position as the premier authority and advocate for special education to the public, policy-makers, business/academic leaders and government agencies.
2. Promote continued strength of CEC's presence in government affairs and legislative matters affecting special education.
3. Leverage current strategic partnerships for maximum productivity and results.
4. Pursue new strategic partnerships with organizations that align with CEC's mission and goals.

## **Staff Performance**

1. Assess current staff's skills and capabilities; develop action plans to ensure optimal organizational performance.
2. Ensure that an effective management team, with appropriate succession planning, is in place.
3. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are followed.
4. Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of CEC.
5. Foster a high-performing environment built on teamwork, open exchange of ideas and respect.

## **Qualifications**

1. Advanced degree in Special Education, Education or related field with Administration/Leadership experience, or advanced business-related degree with significant experience in administration and support of special education
2. Prefer at least 10 years of relevant leadership experience that reflects measurable results for improved membership growth and engagement, financial well-being and awareness of and support for a mission
3. Prefer at least five-plus years of academic, administration or government experience as a respected leader and voice for special education
4. Strategic visionary skills honed from well-rounded leadership experience, commitment to life-long learning, and deep understanding of trends/policies affecting education on a global basis
5. Proven financial management skills with ability to develop opportunities for new revenue streams, funding sources and cost efficiencies
6. Proficiency in assessing talent needs for optimal organizational performance
7. Demonstrated ability to build/leverage strategic partnerships to advance a mission and improve results
8. Tenacious energy with an engaging, optimistic and collaborative manner that inspires confidence and facilitates consensus
9. Active listening skills as part of effectively communicating with people representing widely diverse backgrounds and points-of-view
10. Persuasive public speaking and writing abilities
11. Strong commitment to leading with integrity, accountability, fairness and respect

