



Executive Director Position Description

Description: North Carolina Campus Compact is one of 34 state offices that comprise a national Campus Compact, a coalition of college and university presidents who have a shared commitment to the public service mission of higher education. Hosted at Elon University, North Carolina Campus Compact currently has 38 higher education members that include private and public two year and four year colleges and universities.

North Carolina Campus Compact (1) assists member institutions in improving teaching, learning and research that prepares students for lives of civic engagement and service to society; (2) serves as the unified voice for North Carolina higher education for civic engagement; (3) provides opportunities for presidents to share their commitment for higher education's civic purposes and to play key roles in the national movement toward greater civic engagement; (4) improves collaboration and builds partnerships at the state and national levels among institutions of higher education, governmental and volunteer agencies, foundations, and others committed to public and community service; and (5) identifies and makes available resources, forums, and information to member campuses to achieve these common purposes.

Appointed by and reporting to the Executive Board of North Carolina Campus Compact, the Executive Director is the principal administrator of the organization and the liaison to the national Campus Compact network and member institutions. The Executive Director oversees the staff and with them works to accomplish the organizational mission, build membership, provide resources, manage programs, and interact with other partners throughout the state.

Responsibilities: The executive director:

- Implements NC Campus Compact strategic goals and objectives with the Executive Board
- Leads strategic planning and staff development; oversees an effective working organization
- Provides leadership and works with Executive Board to secure funds through foundations, corporations, grants, and friends
- Establishes collaborative and effective working relationships with a broad and diverse group of leaders across higher education, local/ state/ federal government and community agencies
- Develops and executes a communications plan (e.g., mailings, newsletter, website, electronic messages) that informs member campuses of national and network news
- Provides technical and programmatic support that strengthens community-based learning and skills for democracy at member campuses, including onsite consultations to member campuses
- Oversees the planning and implementation of annual conferences and regional meetings
- Builds the network among member institutions by collecting and distributing best practice information among members and connecting like institutions, and smaller groups
- Oversees grants, including the AmeriCorps*VISTA national service program

- Administers the budget, collects fees and dues, and provides the Board with meaningful reports
- Recruits and oversees editor of *Partnerships: A Journal of Service Learning and Civic Engagement*
- Maintains all aspects of membership services, i.e., recruitment materials, organizational brochure, a directory of membership and member service, annual reports
- Convenes, with the chair, meetings and teleconferences of the Executive Board
- Represents North Carolina as part of the national Campus Compact network, including attendance at yearly national meetings, serving on committees, providing reports, and ensuring state compliance with the affiliation agreement

Qualifications:

- Master's degree required; Ph.D. preferred
- Five to ten years related professional experience
- Entrepreneurial spirit and proven leader – ability to articulate a vision and take steps necessary to build a team and actualize organizational goals
- Exceptional communication skills- inspire others and build support for the Compact
- Highly skilled in building partnerships and relating with diverse constituents – presidents, faculty, students, and heads of governmental and executive organizations
- Experience in service learning, community organizations, and higher education
- Demonstrated fund-raising skills, experience and success, including successful grant writing, prospect cultivation and gift acquisition
- Administrative skills in staff supervision, program organization and implementation
- Financial management experience, including budget development, oversight and reporting
- Excellent oral, written, and interpersonal skills and the ability to work independently
- Computer and word processing skills, including web applications and the use of social networking in marketing
- Flexibility to travel

Elon University provides a comprehensive benefits package for its faculty and staff.

- Vacation, health, and TIAA-CREF retirement benefits
- Employee Wellness Program
- Employee Assistance and Counseling Program
- Voluntary Supplemental Benefits (dental, life insurance, etc.)
- Access to Athletic and Cultural Events
- Use of Campus Recreation facilities
- Availability of University vehicles for business activities

While NC Campus Compact is a coalition of member institutions, Elon University serves as the fiscal agent, as well as the “employer” of all NC Campus Compact staff. Elon University is an Equal Employment Opportunity institution committed to a diverse faculty, staff and student body and welcomes all applicants.

Qualified candidates may apply at <https://elon.peopleadmin.com/postings/2456>. Applications received by October 15 will receive priority consideration. Tentative start date of January 1, 2015.