



POSITION ANNOUNCEMENT

Executive Director Maryland Association of Community Colleges February 4, 2011

The *Maryland Association of Community Colleges* (MACC) was established in 1992 as an advocate for Maryland's public community colleges and as a resource for its member institutions. All 16 of Maryland's public community colleges are members of MACC and support the Association through annual dues. The mission of the Association is to determine and execute a strategic direction for Maryland's community colleges; to represent community colleges at the state and national level; to promote the benefits of community colleges to citizens of the State of Maryland; to provide opportunities for trustee development; and to facilitate the exchange of ideas and information and to otherwise provide services to community colleges in Maryland.

The Executive Director is the chief executive officer of MACC and also serves as Secretary to the Association's Board of Directors. The Executive Director represents the interests and promotes the benefits of community colleges with the Governor's office and cabinet members, including the Secretary of Higher Education, the General Assembly, and with local, state and national offices. The Executive Director supervises a staff of three full-time and two part-time employees (partially supported by grant funds) and is responsible for staffing all meetings of the Executive Committee, the MACC Board of Directors and Maryland Council of Chief Executive Officers. The Executive Director reports to the MACC Executive Committee. The Vice President of the MACC Executive Committee serves as the main point of contact for the Executive Director.

The Executive Director must have exceptional skills communicating with public officials, analyzing legislative and regulatory agenda and policy, speaking at public engagements, developing relations with the media, and providing organizational and management leadership. The Executive Director must be able to bring together the needs of the community colleges and work collaboratively with the 16 independently appointed local boards. The Executive Director is required to make numerous public presentations to academic and non-academic audiences to promote the agenda of the Maryland Association of Community Colleges. A high degree of integrity is required.

Maryland Association of Community Colleges is an equal opportunity employer. We encourage and welcome a diverse applicant pool. We offer a competitive compensation and salary package. Salary range for the position is \$160,000 - \$175,000 (we anticipate hiring at the mid-range). The candidate must successfully complete a criminal background check.

Responsibilities:

- Manage and coordinate the activities of the Maryland Association of Community Colleges and work with the Presidents of Maryland's community colleges to implement the goals outlined in the Strategic Plan as adopted by the MACC Board of Directors.
- Provide leadership, vision and direction for MACC on behalf of its member institutions.
- Formulate the goals and activities of the MACC office staff to support the Board's Strategic Plan. Develop and manage the Association's annual budget to finance these activities.
- Create an environment of consensus among the 16 diverse and independent community colleges on a common legislative and regulatory agenda.
- Establish and maintain communications necessary to provide information services to Association members regarding proposed and existing state and federal legislation, administrative rules, their implications for community colleges, and progress through the legislative or administrative process.
- Coordinate MACC Strategic Plan with the activities of the Maryland Community College Campus Affinity Groups. These groups, sanctioned by the college presidents, represent various roles at the

- college, including the chief academic officers, facility planners, and institutional research directors, etc.
- Represent the Association at local, state and national activities and fundraising events which provide an opportunity to promote Maryland's community colleges and advocate the community college position.
- Secure corporate and private sponsorships to promote Association activities.
- Represent the interests of MD Community Colleges to federal and state agencies on issues involving community colleges.
- Seek and disseminate information regarding federal and other grants.
- Supervise and manage MACC staff and resources.

Position Requirements:

- Master's Degree required, an advanced degree (Doctorate) preferred.
- Five years experience in Higher Education at the executive level or in directly or indirectly marketing for, promoting, or advocating for non-profit, or public sector organizations. Preference will be given to candidates that have experience in advocating for higher education institutions.
- Experience with legislative processes, governing boards, public lawmakers and political frameworks required.
- Ability and willingness to travel frequently throughout the state.

Desirable Characteristics:

- A commitment to the mission of community colleges, including an understanding of the community college movement, the role of community colleges within the Maryland higher education community; knowledgeable of critical issues within higher education.
- Demonstrated communication skills capable of articulating the needs of community colleges to government officials, the business community and the public at-large.
- Experience in communicating with the media.
- Experience in public speaking.
- Outstanding organizational ability, including the ability to build consensus.
- Ability to motivate the internal constituents of the community colleges, i.e., faculty, staff, students, alumni, foundation boards, trustees, local businesses in supporting the MACC agenda.
- Experience in working with boards or non-profit organizations.
- Experience in using a variety of computer applications including business systems software.
- Ability to draft written communication expressing the official positions of the Association in a sensitive and diplomatic manner.

Application Process:

Submit an application including a salary history and salary requirements, a resume, a list of three professional references, and a philosophy statement focusing on the role of community colleges in higher education online at www.frederick.edu/jobs. Select MACC Executive Director. For best consideration, apply by April 18, 2011. Consideration of applications will begin on April 19, 2011 and will continue until the position is filled.

Expected start date on or before: August 1, 2011

For additional background information on the Maryland Association of Community Colleges, click on our website at: www.mdacc.org