



# Vacancy: SkillsUSA North Carolina Executive Director



Send Cover Letter and Resume'  
to:  
**SkillsUSA@Belflex.com**

No later than 5pm October 15, 2019

See inside for more details

## SkillsUSA Framework



SkillsUSA has an impact on the lives of America's future workforce through the development of personal, workplace and technical skills that are grounded in academics.

## **SkillsUSA North Carolina Executive Director**

In partnership with BelFlex Staffing for managing the hiring process

**Position opens October 1, 2019 and the DEADLINE for applying is October 15, 2019 at 5 pm.**

Send a cover letter and resume' to:

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The SkillsUSA North Carolina State Association is seeking an energetic and committed individual for an independent contract position as executive director of SkillsUSA North Carolina. This individual should possess organizational, communication, project management, fiscal knowledge and operational organization as well as be resourceful and able to generate funding for the organization. The primary responsibilities of this position are to effectively implement statewide SkillsUSA programs, curriculum, conferences and events; manage the operations of the organization; act as the fiscal agent; and work with key stakeholders in carrying out the mission of the organization. It is critical that this person carry out all duties in alignment with the SkillsUSA mission. This position is responsible for carrying out the business and activities of the SkillsUSA North Carolina State Association under the authority of the Board of Directors.

### **POSITION DETAILS:**

**Independent Contractor Position**

**Salary Range:** \$50,000-\$60,000

**Travel:** Travel is reimbursed (with the exception of trips to the main office in Raleigh).

**Technology/Insurance Stipend:** \$2,600

**Position location:** Raleigh, NC. Will be allowed to work remotely with occasional visits needed to Raleigh, but must live in North Carolina. No relocation package available.

### **POSITION FUNCTIONS:**

**SkillsUSA North Carolina Spokesperson & Representative:** Represent SkillsUSA North Carolina at a variety of functions state-wide, including: Community College System Conference, Trade Shows, Career Days, LEA Professional Development events and those conferences listed below.

**Educational & Governmental Liaison:** Work with North Carolina Department of Public Instruction and the North Carolina Community College system to ensure SkillsUSA integration into schools and colleges and continued partnership between all three parties.

**Curriculum Integration Specialist/Education Solution Provider:** Have an in-depth understanding of SkillsUSA curriculum and resources. Work with education officials at the state and local level to ensure the smooth integration of SkillsUSA curriculum (Career Essentials, Ignite, Impact, etc.). The person should be able to present SkillsUSA as an education solution.

**Build Quality Chapters Through the SkillsUSA Chapter Excellence Program:** Applicant should be intimately familiar with the SkillsUSA Chapter Excellence Program and able to direct staff and guide teachers to insure programs are following the guidance and direction of CEP. Actively recruit new members. Support, coordinate and facilitate the establishment of new chapters throughout the state in conjunction with the Director of Membership Development. Work closely with the Associate Director and Director of Membership Development to communicate with the members of the organization and to serve chapters as needed. Work with the Associate Director and Director of Membership Development to provide timely responses to all inquiries and training requests. Make school visits as appropriate and necessary.

**Business & Industry Partnerships:** Maintain established relationships and initiate new contacts with business and industry partners to obtain financial, volunteer and advisory support. Develop strategies for partner engagement and provide access and direction for partnership support. Serve as the lead business and industry partnership development representative or develop a position to do so. Report annual outreach efforts to the Board of Directors.

**Alumni Development:** Create a development plan for the utilization and inclusion of SkillsUSA Alumni at the local, state and national level. Continue to engage and communicate with Alumni at events and conferences.

**SkillsUSA North Carolina Board of Directors:** Work with Board Chair to schedule meetings, prepare agendas and documents, and maintain the official records of the organization. Work with Financial Officer to manage the state organization's financial records and prepare them for review and/or audit. Prepare and present both written and verbal status, activity and business reports to the board of Directors at all meetings.

**Regional Rallies:** Coordinate/Setup Regional Leadership and Skills Rallies across the state in conjunction with the Championships Coordinator. This will include identifying host locations and working closely with those host locations to set up the competitive events. The Executive Director will also need to work with instructors in each region to plan each event.

**State Leadership Conference:** Responsible for planning and executing the State Leadership Conference, including competitive event organization (if not delegated to Championships Coordinator) and developing the overall conference agenda. Work with the Associate Director (Registrar) to implement the registration and contest result processes (including hired or contracted personnel); coordinate travel and hospitality requirements; prepare and distribute promotional material and event program to all participants in conjunction with the Media Specialist and Associate Director (Communications manager); arrange speakers and workshop presenters; assist State Officer Coordinator with state officer preparation. Coordinate and secure all specific supplies and equipment for the competitive events, recruit and train contest chairpersons, technical committees and judges, providing them with national standards and objective scoring criteria (if not delegated to Championships Coordinator).

**National Conference:** Work with Associate Director (Registrar) to manage registration and lodging arrangements for the North Carolina delegation and to prepare and provide a conference informational packet for participants prior to arrival at conference. Plan and implement orientation meeting and awards activities for delegation during the conference. Attend and participate in State Directors and Corporation Meetings.

**State Officers:** Work with the State Officer Coordinator to organize and prepare state officer training events and to develop the plan of work for the state officers.

**Financial Oversight:** In alignment with professional accounting practices, work with the Financial Officer to prepare and present that annual organization budget to the Board of Directors for approval. Execute the approved budget and maintain accurate detailed expense reports. Work with Financial Officer to provide detailed expense reports at all Board of Director meetings. Be held accountable for the financial performance of the organization.

**General Management:** Supervise personnel related to the operations and functions of the state organization. Produce and distribute annual program of work and strategic plan to guide the organization and staff. Procure and manage administrative support, office space, storage and related office technology (phone, fax and internet access) for the SkillsUSA North Carolina office. Develop and execute contracts with entities with whom SkillsUSA North Carolina requests services.

### **TRAVEL REQUIREMENTS:**

This position requires approximately 25-35% travel. The following events will require travel:

The following events require participation:

- State **SkillsUSA** Board of Directors and Foundation Meetings
- SkillsUSA North Carolina State Conference (4 days in Greensboro, NC)
- 5 Regional Rally Events (1-2 days each)
- National Leadership and Skills Conference (7-10 days in Louisville, KY)
- State Officer Training as needed (4-7 days through the year)
- National State Director Conference August 4-5 days Locations varies nationwide.
- Occasional training workshops hosted by National **SkillsUSA**, varies
- NC CTE Summer Conference (4 days in July)
- State Leadership Workshop (3-4 days)
- Western State leadership Workshop (1-2 days)
- Postsecondary Leadership Workshop (1-2 days)
- Other association/organization meetings as required
- Various school/LEA visits
- Business and industry partner visits as needed
- Governmental and educational department meetings

### **POSITION REQUIREMENTS**

**Education:** Master's degree preferred, bachelor's degree required

**Experience:** At least 2 years of project management experience and 2 to 5 years of management, supervisory, leadership development, or education experience is preferred

- Extensive knowledge of the goals, objectives, and programs of SkillsUSA is required. Experience in the organization is highly preferred
- Knowledge and/or experience of Perkins legislation and educational/institutional policies and processes is preferred
- Experience with curriculum integration/development is preferred
- Must have excellent interpersonal, listening, written and verbal communication, and project management skills
- Must be able to positively interact, influence, and work with a diverse group of internal/external people
- Must be able to provide excellent customer service to internal and/or external customers
- Must be able to effectively prioritize, organize, use time-management skills, and be adept at multitasking
- Must be accurate, detail-oriented and able to problem solve/analyze
- Must be computer proficient and be able to make and receive phone calls
- Must be confident in speaking in front of small and large groups
- Must be fiscally responsible and comfortable making decisions that support the longevity of the association
- Current valid driver's license and proof of vehicle insurance
- Ability to travel and work flexible hours.
- Must have a passion for student leadership development and understanding of the SkillsUSA Organization