

Position Announcement

EXECUTIVE DIRECTOR

PROFESSIONAL EDUCATORS OF NORTH CAROLINA (PENC)

Professional Educators of North Carolina is seeking a recognized leader in education to guide the association into the next chapter of its 45+-year history. A 501(c)(6) nonprofit corporation, PENC is an all-inclusive membership organization serving all school-related personnel.

An independent North Carolina based association. PENC is nonpartisan and never endorses political candidates or campaigns. PENC is governed by a 16-member board of directors. Directors are elected by regions. Additional information about programs and staffing can be found at www.pencweb.org.

The Executive Director is responsible for overseeing the daily operations, programs, staff and activities for the association. The primary responsibilities will include association management, administration of programs and staff, education policy implementation and external public relations.

JOB SUMMARY:

- FULL TIME
- MANAGEMENT
- REMOTE
- TRAVEL 10-25%

KEY DUTIES AND RESPONSIBILITIES INCLUDE:

- Administer and direct programs of the association while maintaining effective staff organization and performance to assure attainment of association objectives and service to members.
- Manage and provide for an effective membership services program which includes advocacy, legal services, employment support, professional growth opportunities, publications and benefits.
- Serve as the primary spokesperson to PENC members, the education community, the media and the general public.
- Perform public relations/public speaking before membership and media as well as to the governmental/educational community – in North Carolina and on a national level.
- Act as the primary liaison to North Carolina's governmental and educational communities and acts as final authority for the organization on issues of education policy where no Board of Directors positions are articulated.

- Work with staff and volunteers to implement the association's education policy as directed by a survey of the membership.
- Recommend and participate in the Board of Directors' formation of new policies, procedures, and programs.
- Coordinate Board of Directors meetings. Keeps the President and Board of Directors informed on the conditions and operations of the association.
- Assist and provide consultation to the President in the completion of his/her duties in meeting preparation, representation at various events and other ways which facilitate effective volunteer leadership at the state level.
- Plan and operate the annual budget while safeguarding all funds.
- Promote new technologies and methodologies for the staff to incorporate.
- Establish the organizational structure of the association and the related staffing based on the needs of the organization and within the guidelines set.
- Ensure the legal integrity of the association by providing security for all files, historic documents and mailing lists.
- Execute such contracts and commitments as may be authorized by established policy or the Board of Directors.
- Encourage new ideas and opportunities to improve the operation and services; fostering creative ideas and thinking.

REQUIREMENTS:

- Strong communication skills, written and verbal, with a willingness to embrace and learn new technologies
- Experience managing people
- Ability to manage through change
- Ability to create a vision and lead through implementation
- Willingness to meet with members, build relationships, and be a visible leader for the association
- Master's degree or higher
- 5+ years senior level management experience in a nonprofit or school administrator preferred
- Background in Education highly recommended
- Availability to designate space in home for remote work

SALARY:

Competitive and commensurate with qualifications and experience.

To apply, submit a resume, a cover letter detailing your qualifications, copy of current educator license, and salary requirements to: EDsearch@pencweb.org.

Resumes will be reviewed as they are received until May 20, 2025.

Professional Educators of North Carolina is an equal opportunity employer.