



Position Opening: Director of State Engagement

Position Summary

The Director of State Engagement will handle a variety of responsibilities involving development and maintenance of strategic partnerships and projects including multi-state engagement and support.

This position works closely with NACEP's Executive Director to advance equitable access to quality concurrent enrollment nationwide in three areas:

- **State Outreach and Engagement**
- **State and Regional Chapter Leadership and Support**
- **Strategic Project Support**

Specifically, this position directs our work engaging states and related entities through relationship building, fostering concurrent and dual enrollment policy conversations, creating and sharing resources that benefit the field, and leading our work with NACEP State and Regional Chapters. Additionally, the position supports strategic projects, such as the NACEP Leadership Academy.

Responsibilities and Duties

State Outreach and Engagement This position helps lead NACEP's engagement with states and other entities to advance equitable access to quality concurrent and dual enrollment in states.

The successful candidate is expected to

- Independently build and maintain relationships with stakeholders engaged in supporting concurrent and dual enrollment primarily at the state level.
- Increase knowledge of NACEP in states, the diversity of states that have NACEP members, the number of active members, and the utilization of NACEP resources in states and nationally.
- Work in coordination with the NACEP's State Agency Representative to augment our service to states by creating, sharing, and promoting resources that have value to the field of dual and concurrent enrollment.
 - These may include the creation of publications (summaries, reports, briefs, blogs, etc.) and the coordination of activities (roundtables, focus groups, conference sessions, webinars, etc.)
- Identify grant opportunities and develop grant applications that support work with states, including equity-targeted grants.

- Support state-focused activities for CHSA grant projects including leading working groups, assisting with the creation of project deliverables, and sharing deliverables through outreach and other activities.
- Review monthly and annual policy trackers and follow up with states appropriately.
- Research and author annual updates of NACEP state policy resources.

State and Regional Chapter Leadership and Support

This position engages with states through the support of the 10 NACEP state and regional chapters including projects to connect, empower, and support chapters and their leadership to ensure robust and impactful organizations.

The successful candidate is expected to

- Develop and update guidance for NACEP State and Regional Chapters.
- Lead prospective chapters through the process of establishing their chapter with the state, establishing bylaws, filing for tax-exempt status, and other important organizational logistics.
- Engage with NACEP state chapters to assess challenges and needs for support.
- Identify, develop, and maintain targeted professional development activities for state and regional chapter leadership.
- Work with NACEP's Board Member at Large to develop and schedule impactful meetings for State and Regional Chapter Leadership.
- Serve as staff lead for NACEP chapter inquires.

Strategic Project Support

This position assists in coordinating and supporting NACEP projects. Some activities are on an as needed basis, others are standing commitments. Many of these projects include working closely with other NACEP staff and/or volunteer leaders on our Commissions.

The successful candidate is expected to

- Serve as staff lead for NACEP's Leadership Academy.
 - In coordination with the Engagement Commission, develop, design, and manage the activities of the Leadership Academy.
 - Recruitment outreach, develop activities and solicit experts/presenters, schedule meetings, find and match mentors, communicate with applicants, those inducted, and past participants, assist with recognition activities.

Position Qualifications:

Essential knowledge and skills for the position

- **Passionate Innovator:** A knowledgeable, experienced advocate for education. At least three years' experience building or championing dual and concurrent enrollment programs at the district, institution, and/or state level. Or three years

related experience building or championing innovative education programs in the nonprofit, government, or education sector.

- **Networking Guru:** A skilled networker in any medium. Demonstrated experience developing lasting and productive relationships with people and organizations through in-person meetings, online meetings, and other outreach.
- **Systems Insight:** A demonstrated understanding of mechanisms and policy levers governing K12 and/or higher education. Including experience with program advocacy, government relations, public affairs, state policy work, and/or use of policy levers in both K12 and higher education.
- **Publication Partner:** Skilled writer and editor, including grant writing and technical writing. Established track record in document creation/preparation, editing, and attention to detail.
- **Project Dynamo:** Driving the project from initiation to completion. Ability to design, implement, and sustain and maintain multi-stage projects that engage a variety of stakeholders constantly and intermittently.

Team Qualifications: Essential knowledge and skills for working with our organization and our team

- **Equity, Diversity, & Inclusion Champion:** You believe that equitable, inclusive access to education for a diverse population is critical to the success of our nation. Your work reflects a commitment to building awareness and increasing strategic action around equity, diversity, and inclusion.
- **Poised Professional:** You are professional in approach, communications, and your representation of NACEP and our work. You are an experienced public speaker able to adapt message and approach to changing situations naturally and authentically while staying on message.
- **Total Team Player:** You believe that we get further working together. Effective at communicating with and supporting the team. Happy to lend a hand, open to sharing your insight, and confident in the value of collaboration. Ability to work with individuals from a variety of backgrounds from across the country.
- **Ownership:** You are eager to make your work your own and add your strengths to increase our potency and potential as an organization. Your work represents your instincts, integrity, and work ethic by integrating into what we do as a team and an organization.
- **Self-Directed:** You are skilled at working independently, setting and meeting internal and external deadlines. A motivated self-starter, who is collaborative, responsive and productive. Able to adapt to changing situations and priorities with ease and confidence.

- Tech Savvy: The digital work world is your comfort zone. Microsoft Apps, Google Apps, Gmail, Zoom, Go-To-Meeting, Go-To-Webinar, Adobe Acrobat, Social Media Platforms, etc. are already in your toolkit.

Expectations

- Primary duties for this position will be conducted remotely and includes scheduled travel to NACEP's headquarters in Chapel Hill, North Carolina. Travel to various U.S. locations is required throughout the year.
- NACEP will provide office equipment and supplies as necessary for the employee to fulfill his/her responsibilities.
- NACEP will pay employer taxes, worker's compensation, unemployment insurance, and any other taxes/insurance required by state or federal law.
- This position reports directly to the Executive Director.

Compensation

- Starting at \$58,000, commensurate with experience and skills.

Benefits

- \$7,500 annual Cafeteria Plan benefit can be applied to employer sponsored medical, dental, and vision health coverage and/or Flexible Spending Account.
- 6% pre-tax employer contribution to a SEP-IRA retirement account.
- Employer paid TSA Pre-check Travel Status
- Generous PTO that increases to unlimited with seniority and job performance.
- Remote position offers flexibility in your work location.

Our process

- Finalists will be asked to participate in multiple virtual meetings and discussions and will also include a demonstration project/presentation.

To apply

- Please submit a resume and cover letter by email to careers@nacep.org
- We will begin reviewing applicant materials March 15th.
- Questions can be submitted to careers@nacep.org