

Director of Search Services and Tribal College Initiatives

The Association of Community College Trustees (ACCT) is comprised of over 520 governing boards, and over 6,500 trustees who govern public and private community, technical and junior colleges across the U.S. With over 40 years of experience as the only national non-profit organization dedicated to providing services to community college and Governing Boards, ACCT Searches delivers trusted and nationally acclaimed services in all phases of community college executive searches. We have successfully completed over 500 CEO Searches ranging from campus presidents to state system presidents. For more information about ACCT go to www.acct.org.

The Director of Search Services and Tribal College Initiatives will play a critical leadership role within the Search team. Reporting to the Vice President of Search Services, this position will oversee the day-to-day administrative operation of the department's search effort and foster the growth of our Tribal College initiatives.

RESPONSIBILITIES

- Lead and support the executive search efforts.
- Provide supervision and mentorship to Search Associates, while fostering a collaborative team environment to maximize productivity and employee satisfaction.
- Ensure the creation and refinement of search documentation, maintaining the highest levels of accuracy and coherence.
- Develop and maintain standard operating procedures for the preparation of search-related documents.
- Collaborate on drafting and critiquing proposals to align with organizations' goals and needs.
- Conduct regular reviews of digital content to ensure the accuracy of web-based information.
- Collaborate with the search team to adhere to established timelines, and oversee the curation of materials for boards, search committees, and search consultants.
- Develop, implement, and enhance Tribal College Governance Leadership Institutes, furthering ACCT's engagement and support for Tribal Colleges nationwide.
- Cultivate and maintain relationships with Tribal Colleges, acting as a liaison and advocate for their unique needs and goals.
- Design and expand professional workshops for current and aspiring community college presidents, including securing grant funding to support these initiatives.
- Facilitate board retreats and provide consultation to governing boards to enhance their effectiveness.
- Perform other duties as assigned.

MINIMUM REQUIREMENTS:

- Master's degree required.
- Minimum of 10 years of complex project management experience.

- Successful grant acquisition and implementation experience.
- Mentorship and leadership development experience.
- Ability to travel up to 20% as public health considerations permit.

DESIRED QUALIFICATIONS:

- Superior editing and organizational skills
- Exceptional people management and communications skills
- Autonomous work style with the ability to manage multiple projects efficiently.
- Demonstrate initiative, drive, creativity, and a collaborative working style.

ACCT offers competitive salaries and comprehensive benefits in a smaller office environment. Please forward a cover letter and resume to hr@acct.org. Must pass a criminal background check and professional references check.