

Director, Retreat and Evaluation Services Job Posting

About ACCT

The Association of Community College Trustees (ACCT) represents more than 520 governing boards and over 6,500 trustees who serve public and private community, technical, and junior colleges across the United States. ACCT supports trustees and presidents through high-quality education, leadership development, and advocacy focused on student success, equity, career readiness, and college completion. Learn more at www.acct.org.

Position Summary

The Director, Retreat and Evaluation Services reports to the Vice President of Membership and Educational Services and plays a central client-focused role in designing, managing, and delivering high-quality professional development programs and services for community college governing boards nationwide. This position serves as a primary point of contact for member boards, emphasizing responsiveness, trust, and long-term relationship building while overseeing projects from proposal development through implementation and evaluation. The Director ensures that services are tailored to the needs of specific governing boards and aligned with ACCT's mission, strategic priorities, and commitment to effective community college governance.

Key Responsibilities

Program Design and Delivery

- Coordinate and manage professional development and training programs that support the effectiveness of community college governing boards.
- Develop board retreat agendas, assessment tools, and related educational resources.
- Analyze data and prepare evaluation summaries and written reports that help boards understand performance measures of the CEO and Board.
- Develop and manage project timelines, ensuring timely, high-quality service delivery and clear communication with clients.

Project and Contract Management

- Respond to Requests for Proposals (RFPs) by drafting proposals and supporting documentation.
- Negotiate and draft contracts in collaboration with internal teams ensuring clarity, accountability, and alignment with client expectations.
- Assign, coordinate, and support consultants while maintaining strong working relationships and consistent communication.
- Manage project schedules and ensure deliverables are completed as planned.

Writing, Communications, and Marketing

- Write, edit, and copyedit reports, proposals, contracts, presentations, and educational materials.
- Collaborate with the communications team to develop materials that highlight ACCT's governance expertise, and educational services.
- Promote ACCT initiatives, student success efforts, and project outcomes through written and digital channels.

Operations and Financial Management

- Oversee business and administrative functions for retreats, Board services, and grant-funded projects, ensuring smooth client experiences.
- Review budgets, monitor financial projections, and ensure accuracy, transparency, and responsible stewardship of resources.

Collaboration and Relationship Building

- Develop and maintain strong, professional relationships with ACCT members, constituent organizations, funders, and consultants.
- Collaborate with executive leadership and internal teams, including communications, finance, advocacy, membership, and events.
- Represent ACCT and support relationship-building efforts at the Annual Leadership Congress, National Legislative Summit, and other events as assigned.

Supervision

- Supervise and support the Board Assessment Associate, fostering a collaborative, service-oriented, and governance-focused team culture and performance oversight.

Required Skills

- Exceptional written communication skills, (including editing and proofreading) with the ability to communicate clearly and professionally with boards, trustees, and senior leaders.
- Strong attention to detail and commitment to responsive, high-quality client service.
- Strong interpersonal communication with the ability to build trust, manage relationships, and navigate complex stakeholder environments.
- Ability to manage multiple priorities and meet tight deadlines with excellent organizational skills.
- Able to work collaboratively and effectively in a team environment.
- Ability to work independently, exercise sound judgment, and coordinate complex projects.
- Strong customer service mindset and professional office demeanor.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook, Teams).
- Familiarity with survey and assessment tools.
- Experience in a nonprofit or membership-based organization preferred.
- Interest in community college governance, board development, or trustee education.

Qualifications

- Bachelor's degree required.
- Minimum of seven years of relevant administrative or program management experience.
- Must have supervisory experience.
- Must have budget management experience.

This position is based in ACCT's Washington, DC office at 1101 17th Street NW, Suite 300.

ACCT offers a competitive salary for this position annualized at \$115,000 - \$130,000 based on skills and experience. We also provide a collegial environment and comprehensive benefits including medical, dental, vision, life and disability insurance. We prioritize your future with access to a retirement plan and a flexible spending account. Further, we offer a 37.5 hour work week and paid time off benefits.

To apply, please email a resume and cover letter to hr@acct.org. Final candidates are subject to a post-offer background check consistent with applicable law, and professional references check.