



invites applications and nominations for the

Executive Director



The Board of Directors of the Council of Colleges of Arts & Sciences (CCAS), an international network of college and university deans who oversee the liberal arts and sciences, seeks an experienced administrator to serve as the Executive Director. The new Executive Director will assume the position on July 1, 2016.

Currently hosted on the campus of The College of William & Mary in Williamsburg, Virginia, CCAS is the nation's largest organization serving administrators in colleges of arts and sciences. Its mission is to support the work of Deans, Associate Deans, and Assistant Deans and to advance the cause of the arts and sciences through its own activities and services and in collaboration with other higher-education organizations. The half-century-old organization enjoys a healthy membership base and strong financial standing.

For best consideration, submit application materials by **February 25, 2016**.

Executive Director Search



Tim Johnston passes the gavel to new President Elizabeth A. Say at the 2015 Annual Meeting.

The Opportunity

This is an excellent opportunity for an experienced administrator who wants to support and advance liberal arts and sciences in colleges and universities nationally and globally. The Executive Director sets the professional tone and quality of business performed by the organization. With integrity and high credibility, this officer demonstrates authority, accountability, self-confidence, and decisiveness in fulfilling the duties of the position.

Currently the national office has two full-time employees - the Executive Director and the Member Services Coordinator - and several part-time contract employees. The Board has approved the hiring of a third full-time employee by the new Executive Director.

The governing body is a Board of Directors, which consists of the officers and 12 directors, who serve staggered three-

year terms. Officers and term representatives are elected by the membership at the Annual Business Meeting each November.

Responsibilities:

Strategic Planning

- Work with the Board in developing and implementing its strategic plans; prepare outcome reports for the Board and membership.

Board of Directors

- Serve as Secretary to the Board of Directors.

- Work closely with the Executive Committee to advance the mission of CCAS.
- In collaboration with the Board and committees, recruit and maintain membership and facilitate member commitment to the organization.
- Work with Board members to support efforts of Standing Committees and volunteers.

Executive Office Operations

- Oversee financial operations and work with the Board Treasurer to insure compliance with bylaws and best practices.
- Oversee all bookkeeping, accounting, and tax preparation.
- Hire, supervise, and evaluate full-time and part-time employees.
- Maintain visibility at The College of William & Mary (host institution) and

provide service to Dean's office when requested.

Meetings and Conferences

- Supervise the planning, organizing, and delivery of the Annual Meeting, New Deans Seminars, Department Chairs Seminars, On-campus Leadership Workshops, and other programs, as appropriate.

Member Services

- Oversee the organization's online resources and maintenance of its web presence, including ListServes, website, Deans Knowledge Base, Standards of Practice, newsletter, and other membership support services.

Partnerships and Advocacy

- Initiate and maintain academic partnerships with AAC&U, Council on Undergraduate Research, International Council of Fine Arts Deans, Phi Beta Kappa Society, National Humanities Alliance, and other similar organizations.
- Assist Board with initiatives to promote the liberal arts and sciences.
- In collaboration with the Board, oversee selection and awarding of the Arts & Sciences Advocacy Award at the Annual Meeting.

Qualifications

The CCAS Board of Directors seeks a leader who can contribute to the well-being of the organization through responsible and attentive action, service, and stewardship. The Executive Director must possess a commitment to liberal education and be able to develop and

Council of Colleges of Arts and Sciences Vision Statement

CCAS will provide state-of-the-art professional development, managerial resources, and leadership opportunities for Arts and Sciences deans, chairs, and staff that:

- shape national conversations and policy relevant to arts and sciences education at all levels
- leverage existing and emergent partnerships with other organizations
- utilize a diverse set of delivery systems

The information and services provided by CCAS will empower Arts and Sciences deans to be effective leaders, resourceful managers, and eloquent advocates promoting the arts and sciences. CCAS increasingly will be recognized by its membership and peer organizations as the premier provider of academic leadership development in the arts and sciences.

Executive Director Search

nurture relationships with member institutions, individual members, and partner organizations.

The ideal candidate will be able to embrace, articulate, and advance the organization's mission with vision and enthusiasm while conducting ongoing programs and implementing new initiatives in the *2016-2019 Strategic Plan*.

Required

- Progressively responsible experience in leadership positions with professional associations or institutions of higher education
- Effective and persuasive communication skills, both oral and written, to advance the issues, concerns, and goals of the member institutions
- Ability to track and advance details on multiple projects
- Proven experience with successful project planning and management
- Knowledge and ability to ensure sound budgetary and fiscal processes that sustain and enhance the organization's long-term financial viability
- Demonstrated initiative and ability to work collaboratively and effectively with groups and individuals
- Ability and willingness to travel

Preferred

- Experience working with governing boards, including the ability to effectively engage the talents and experiences of board members
- Proven ability to oversee events, programming, and activities ranging from 20 to 500 participants
- Knowledge of the legal responsibilities and aspects of a non-profit organization
- Ph.D. or the equivalent

The Council of Colleges of Arts and Sciences

The Council of Colleges of Arts and Sciences (CCAS), founded in 1965, is an international association of colleges of arts and sciences. Its purpose is to provide professional development



President Tim Johnston presents David J. Skorton, Secretary of the Smithsonian, with the CCAS 2015 Arts & Sciences Advocacy Award.

programming to its member deans and to sustain the arts and sciences as a leading influence in American higher education.

CCAS serves as a forum for the exchange of ideas and information among deans of arts and sciences representing the member colleges and as a representative of the liberal arts and sciences at a national policy-making level. The Council further seeks to support programs, activities, and

resources to improve the intellectual stature and public understanding of the disciplines of the arts and sciences.

Arts and sciences colleges represent more than half of the undergraduate instruction offered at member institutions, with many providing a wide spectrum of master's and doctoral degree programs. CCAS members, therefore, represent the largest component of American higher education in publicly and privately supported universities and colleges. The Council is concerned with the problems, possibilities, and interests of these institutions.

Eligibility for membership extends to baccalaureate degree-granting arts and sciences units in accredited universities and colleges, both public and private. The dean of an arts and sciences unit is the voting representative in CCAS. Currently, the membership includes 788 deans of colleges of arts and sciences (and an additional 1,080 associate and assistant deans) at 525 institutions in the United States, Puerto Rico, Canada, Greece, Kazakhstan, Kuwait, and Qatar.

Visit the website at: www.ccas.net

Applications & Nominations

Confidential inquiries are welcomed; nominations are invited.

1. To Apply - Application packet **must** include:

- a) A letter of interest
- b) Current resume
- c) At least five references with full contact information
- d) Your answers to the questions at:

<http://www.myersmcrac.com/skins/userfiles/file/CCAS.pdf>

2. Submit application packet to: **CCAS@myersmcrac.com**

Nominations should include contact information on the individual being nominated. Nomination should be submitted to the above email.

Applications will be accepted until the position is filled. For best consideration, submit application materials by **February 25, 2016**.

Emily Parker Myers, CEO and President, **Alan Medders**, President-elect, and **Robb Myers**, Vice President, of **Myers McRae Executive Search and Consulting** are assisting the Council of Colleges of Arts and Sciences with this search.



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The Council of Colleges of Arts and Sciences is an equal opportunity organization.