

# **North Carolina Association of School Administrators**

## **EXECUTIVE DIRECTOR SEARCH**

The North Carolina Association of School Administrators (NCASA) is currently seeking a dynamic, flexible, and visionary leader to serve as our next Executive Director in our Raleigh office. NCASA is a professional membership organization serving more than 8,000 school administrators across North Carolina, including superintendents, principals, and central office directors, with the mission of ensuring student success through visionary leadership.

The Executive Director is responsible for overseeing the association's daily operations, including the following key duties:

- Serves as Secretary-Treasurer of the NCASA Board of Directors to facilitate support services for member school leaders across the state to assist with their professional growth and give them a voice in public policy decisions affecting their work.
- Coordinates the long-range and short-range planning for all aspects of the organization using entrepreneurial leadership to enhance services to members and school districts.
- Hires and supervises the work of the NCASA staff to ensure timely and effective delivery of member services in communications, advocacy, and professional development.
- Serves as a liaison with other organizations to help build consensus on key priorities for pre-K-12 education, while also building respect for NCASA and its membership.
- Communicates with NCASA members in person, by phone and by email to ensure questions and concerns are addressed in a timely and satisfactory manner.
- Serves as chief spokesperson for the organization in venues including, but not limited to, governmental and educational entities, the General Assembly, the media, and the public.
- Promotes the organization and affiliated organizations by traveling the state to meet with various members and external audiences.
- Develops and leads timely and informative professional development opportunities for NCASA members.
- Facilitates meetings and conferences for the organization by lining up presenters, setting agendas, coordinating member notifications, and directing the creation of materials to be shared and presented.
- Represents the association in numerous collaborative efforts pertaining to legislation and education policy development.
- Serves as chief fiscal officer for the organization and the two core affiliates funded through the NCASA budget.
- Leads statewide efforts to encourage education leaders and educators, public school supporters, government officials, business leaders, faith leaders, parents, and other key stakeholders to champion North Carolina's public schools.

Requirements include:

- A master's degree (preferably a doctoral degree) in education, public policy or a related field, although commensurate work experience may be considered.
- 5 years or more of work experience in a public school system (preferably in NC) or in non-profit management
- Management/Administrative training
- Experience in policy and administration in a North Carolina school system, and extensive knowledge of North Carolina's political climate and its impact on pre-K-12 education, is greatly desired.
- Adaptability and flexibility
- Ability to build consensus among diverse stakeholders
- A passion for public schools and supporting their leaders

The job offers the following:

- Competitive starting salary and compensation package based on experience
- Medical coverage and related benefits
- Paid leave time and N.C. state holiday schedule
- Employer matching on a Simple IRA plan

Submit letter of interest, resume, 2 letters of recommendation, and 3 references **no later than Feb. 16, 2026** to:

**Executive Director Search Committee**

**North Carolina Association of School Administrators**

**PO Box 26567, Raleigh, NC 27611**

**[info@ncasa.net](mailto:info@ncasa.net)**