



National Association of Colleges and Employers (NACE)

Director – Employer or College Position Description

Position Overview

The Director serves a two-year term and works closely with the other members of the Board of Directors, the NACE Executive Director, and the NACE staff to provide leadership and direction to the association.

Primary Responsibilities

1. Actively participates in regularly scheduled Board and Board Committee meetings. Reads background materials distributed prior to meetings and share expertise and perspectives as part of meeting discussions. Provides candid and constructive feedback, advice, and comments concerning all aspects of the association with the intent to strengthen the organization's efforts and provide value to members. Supports all decisions that are arrived at by the Board of Directors.
2. Serves as board advisor to one or more association strategic priority committees and participates in board work teams as required or appropriate.
3. Demonstrates actions consistent with the ethical and legal obligations of Board service and in support of the NACE organizational values and Principles for Ethical Professional Practice.
4. Be an advocate for NACE with appropriate constituents and interested parties. Helps members and others interested in the work of the association to better understand the programs, services, and value offered by NACE membership.

Qualifications

1. The Director must be a member in good standing of NACE.
2. Possess an active interest and involvement in the employment of the college educated, a willingness to assist in setting and achieving the association's goals, and the ability to devote the time and energy necessary to attend and participate in Board and Board Committee meetings.
3. Have a history of professional achievement and success with NACE or with another organization or association that provides added-value to the make-up of the NACE Board and strengthens the role of the Board in supporting the vision, purpose, and values of the association.
4. Have a clear understanding of board governance and the importance of transparent, values-based leadership, and decision-making.

Desired Competencies

1. **Leadership** - Shows initiative and a willingness to lead. Demonstrates results and accomplishments through others. Takes accountability for people and decisions.
 - Demonstrates successful implementation of solutions to achieve organizational goals.
 - Leads groups effectively toward solutions.
 - Inspires and motivates others toward achievement of goals.
 - Considers all relevant information when making decisions.
 - Leads with honesty, integrity, and trust.

2. **Interpersonal and Communication Skills** - Able to articulate thoughts and ideas both orally and in writing. Adapts style and attitude to fit the needs of the audience.
 - Presents ideas effectively, both in written form and verbally.
 - Ability to influence and persuade others.
 - Effectively manages differing opinions, and difficult situations.
 - Respects and values differences.
 - Able to build consensus among diverse groups.
 - Actively listens to others' opinions and ideas.
 - Articulates and succinctly summarizes thoughts.

3. **Strategic Decision Making** - Thinks through challenges and opportunities and applies sound judgment. Involves those most qualified to better solve issues.
 - Thinks and acts strategically with regards to visioning and needs assessment.
 - Able to prioritize, manage, and pace complex change.
 - Shows sound judgment when addressing issues.
 - Able to identify emerging issues and trends and relate them to organizational priorities.
 - Seeks out additional resources and information to assist in solving challenges.

4. **Organizational Skills / Resource Management** - Able to manage projects, tasks, and people. Focuses on solutions and results when leading a team or assignment.
 - Understands the organizational structure, systems, and processes needed to achieve goals.
 - Successfully manages time and resources to meet deadlines and achieve results.
 - Effectively delegates tasks to maximize ability of the team.

- Considers long-term outcomes when making decisions.
- Able to quantify results through metrics and measurements.

The NACE Core Values shape and support the work of our member volunteers. These include:

- **Collaboration:** Encourage a spirit of partnership and common interest.
- **Inclusion:** Foster and support diversity and inclusion to advance [equity](#).
- **Integrity:** Promote ethical and respectful behavior and high professional standards.
- **Innovation:** Foster new knowledge and a commitment to continuous learning.
- **Excellence:** Promote distinctive and high-quality programs and services.