

**Alabama Association for Gifted Children  
Executive Director Position  
Job Description**

The Alabama Association for Gifted Children (AAGC), a non-profit 501c3 organization whose mission is to support and advocate for gifted children and youth, their families, and educators in Alabama, is seeking to hire an Executive Director for a remote part time position. The organization seeks to hire an individual with a strong background in education, preferably gifted education. In addition, the position requires an individual who demonstrates effective communication skills, the ability to collaborate with others, and high levels of integrity, honesty, and fairness. The Executive Director will report to the AAGC Executive Board, attend all meetings of the Executive Council as a non-voting member, and serve as a contact person for the organization, in addition to the President.

The Executive Director will be a part-time contracted position with the number of hours of work per month dependent upon the organization's needs and activities, averaging 15-20 hours a week. Compensation will be \$9,600/year, paid quarterly. Travel and other expenses for association-related events and activities will be reimbursed, as approved by the President and Executive Board.

In addition to other duties which may be requested by the AAGC Executive Board, the Executive Director will have the following responsibilities:

<b>Communication</b>	<ul style="list-style-type: none"> <li>● Prepare and/or assist the editor of the AAGC Newsletter and other publications</li> <li>● Oversee website, either by (1) personally adding content as needed; or (2) communicating with website manager so that content is updated in a timely fashion</li> <li>● Oversee communication with AAGC members and the public, including electronic (email; social media) and mailings, as deemed necessary</li> <li>● Serve as public spokesperson for AAGC in conjunction with the President</li> </ul>
<b>Board-related Duties</b>	<ul style="list-style-type: none"> <li>● Present a report at monthly Executive Council meetings</li> <li>● Prepare a written annual report as Executive Director to the Executive Board</li> <li>● Maintain membership database; promote membership growth</li> <li>● Negotiate contracts for conference location and other contracts assigned by the Board</li> <li>● Organize and help manage AAGC documents and files, such as meeting minutes, agendas, financial reports, etc. on a document sharing site (e.g., Google Drive)</li> <li>● Attend the annual conference, board retreat, and other events sponsored by AAGC</li> <li>● Oversee fundraising activities</li> <li>● Assist Executive Board and Committee Chairs in planning events such as AAGC's Annual Conference; Gifted Education Month (GEM) activities, and any special events sponsored by AAGC</li> </ul>
<b>Advocacy/Outreach</b>	<ul style="list-style-type: none"> <li>● Serve as point of contact for outreach/advocacy efforts with state and local entities</li> <li>● Work as legislative liaison for AAGC to develop relationships with state legislators through personal contacts, presentations to key legislative individuals/committees</li> <li>● Serve as liaison between AAGC and other organizations such as ALSDE, non-profit organizations, education organizations, school boards, and community entities</li> <li>● Assist Parent Committee Chair in parent involvement/outreach efforts and development of parent groups/affiliates</li> <li>● Prepare/make presentations to increase awareness about gifted children, advocate for gifted education in Alabama, and garner support from other agencies/organizations</li> <li>● Travel as requested by the AAGC Executive Board</li> </ul>

Interested individuals should submit a resume and cover letter to [alabamagifted@gmail.com](mailto:alabamagifted@gmail.com) and complete the online application located [HERE](#). The closing date for a completed application is 3/31/2020.

For inquiries or additional information, please contact Rita Sparks at [rsparks4kids@gmail.com](mailto:rsparks4kids@gmail.com)