



Council of Colleges of Arts & Sciences

*CCAS empowers arts and sciences deans to be effective leaders, resourceful managers, and eloquent advocates promoting the arts and sciences.*

**EXECUTIVE DIRECTOR**  
**POSITION PROFILE**

*Empowering Deans to Lead*

# ABOUT



[ccas.net](http://ccas.net)



[connect@ccas.net](mailto:connect@ccas.net)



952.641.3037



[LinkedIn](#)

---

CCAS represents 800+ deans of arts and/or sciences and 1200+ associate and assistant deans

---

## **FOUNDED IN 1965**

CCAS is the national association for deans of arts & sciences. CCAS fosters excellence in colleges and schools of arts & sciences by connecting deans with each other, providing professional development serving as a forum for discussing issues in higher education.

## **OBJECTIVE**

CCAS was founded to provide opportunities for deans of arts and sciences to discuss issues of common concern and to advocate for the intellectual stature and the public understanding of the disciplines of the arts and sciences.

## **GOVERNANCE**

CCAS is governed by a volunteer Board of Directors with members serving three-year terms.

## **EXECUTIVE OFFICE**

Host institution: Texas A&M University–San Antonio

# EVENTS



## ANNUAL MEETING

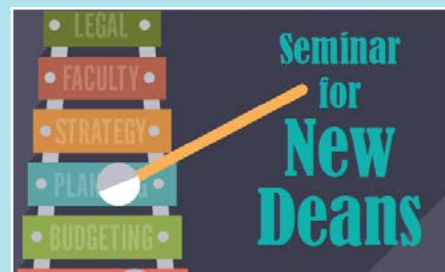
The Annual Meeting is held every November, highlights include:

- Nationally prominent speakers on arts and sciences
- Updates on federal legislation of interest to deans
- Concurrent panels with member deans featuring best practices
- Small-group discussions of case studies written by deans
- Focused interactive discussions of critical issues

All events are designed to enhance networking among attendees. CCAS members can take advantage of a reduced early-bird rate. [Info >>](#)

## PRE/POST CONFERENCE WORKSHOPS

Offered in conjunction with the Annual Meeting these workshops are designed to save travel costs and time for members. Workshop topics are selected based upon identified member needs for professional development.



The **Seminar for New Deans** enables recently appointed deans to interact closely both with other fledgling deans and with experienced deans in discussions of the fundamentals of college administration. [Info >>](#)



The **Seminar for Department Chairs** is a forum in which department chairs can explore the art of departmental administration and leadership with their peers. [Info >>](#)

## SPECIAL TOPIC WORKSHOPS

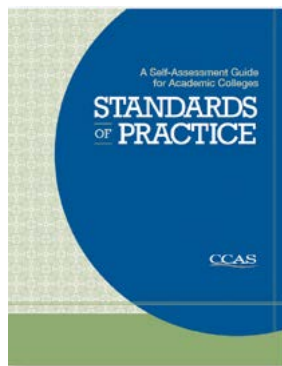
*Recent topics have included:*

- Interdisciplinarity
- Development
- Assessing Student Learning
- Budget Models
- Productivity Measures
- Faculty Recruitment & Retention

# HIGHLIGHTS

## STANDARDS OF PRACTICE FOR COLLEGES OF ARTS & SCIENCES

Unique to CCAS, the *Standards of Practice* is a self-assessment tool that was created



to help deans evaluate whether or not their college/school has policies and practices that align with the highest standards of administrative best practices in higher education. Deans can use these standards to

evaluate their own institution or to assess an institution from which they are considering a job offer.



## CCAS CONNECT

CCAS maintains two active online discussions to facilitate interaction and networking among its members. Those eligible to subscribe are member deans, associate deans and assistant deans; subscriptions are based upon decanal role. These are unmoderated discussions.



## NATIONAL ADVOCACY FOR THE ARTS & SCIENCES

Advocacy is a central theme to the Annual Meeting; including the presentation of the CCAS Arts & Sciences Advocacy Award, given "in recognition of exemplary advocacy for the arts and sciences, flowing from a deep commitment to the intrinsic worth of liberal arts education."

We partner with other organizations such as:

- American Conference of Academic Deans (ACAD)
- Association of American Colleges & Universities (AAC&U)
- Council of Social Science Associations (COSSA)
- International Conference of Fine Arts Deans (ICFAD)
- National Humanities Alliance (NHA)
- Phi Beta Kappa (PBK)

Together we strengthen collective advocacy efforts and extend programming to a broader academic audience.

# GOVERNANCE

The governing body is a Board of Directors, which consists of the officers and twelve directors, who serve staggered three-year terms. Officers and term representatives are elected by the membership at the Annual Meeting each November.



# JOB DESCRIPTION

## CCAS EXECUTIVE DIRECTOR POSITION OVERVIEW

THE EXECUTIVE DIRECTOR provides strategic leadership and operational oversight for the Council of Colleges of Arts & Sciences (CCAS), a nonprofit higher education association serving university deans. Reporting to the Board of Directors, the Executive Director manages all aspects of the organization, including strategic planning, financial management, membership engagement, event coordination, and board governance. This role requires strong leadership, financial acumen, and the ability to work independently in a small-staff, remote environment.

### KEY RESPONSIBILITIES

#### Organizational Leadership & Strategic Planning

- Lead the association's strategic planning process in collaboration with the Board, including surveying members, setting goals, and tracking progress.
- Ensure effective implementation of the strategic plan, providing regular updates to the Board and membership.
- Oversee day-to-day operations, ensuring efficiency, compliance, and alignment with the organization's mission.

#### Board Governance & Support

- Serve as Secretary to the Board, preparing agendas, taking meeting notes, preparing committee liaisons, and maintaining official records.
- Support the Executive Committee and Board with governance matters, including bylaw amendments and strategic decisions.
- Identify and secure hotel contracts for Board meetings and process Board member travel reimbursements.

#### Financial & Budget Management

- Oversee budget expenditures, financial records, and financial planning.
- Collaborate with association management company and accountants to ensure timely reporting and financial oversight.
- Provide monthly financial statements and balance sheets to the Treasurer.
- Monitor the organization's financial health, advising the Board on investment strategies and budgetary adjustments.
- Prepare documentation for annual tax reporting and secure Board approval.

#### Membership Development & Engagement

- Drive membership growth and retention, personally reaching out to lapsed members.
- Work with the Board and committees to develop and execute recruitment campaigns.
- Provide an annual membership report to the Board and maintain proactive engagement with member deans.
- Recommend dues increases in alignment with Bylaws.

# JOB DESCRIPTION CONTINUED

## CCAS EXECUTIVE DIRECTOR QUALIFICATIONS

- **Master's degree required** (preferably in higher education, nonprofit management, business administration, or a related field).
- At least **7-10 years of leadership experience** in nonprofit management, membership organizations, or higher education associations.
- Strong **financial management skills**, including experience overseeing a \$1M+ budget.
- Demonstrated ability to **work independently** while managing multiple responsibilities.
- Experience **reporting to and collaborating with a Board of Directors**.
- Expertise in **event planning, conference management, and membership engagement**.
- Strong communication, negotiation, and stakeholder management skills.

### Committee & Volunteer Management

- Recruit and appoint committee chairs in partnership with the Board President.
- Support committee chairs in recruiting members and coordinating activities.
- Maintain a volunteer database and actively engage members in organizational initiatives.

### Annual Meeting

- Serve as Conference Organizer, overseeing all logistics except for program development.
- Identify and propose locations to the Board five years in advance, conduct site inspections, and negotiate contracts.
- Support the Program Chair in speaker recruitment, agenda planning, and timeline management.

- Oversee the design and publication of the **WHOVA app**.
- Develop pre- and post-conference workshops, securing facilitators and managing budgets.
- Coordinate logistics with event management firm, volunteers, guests, sponsors, speakers, and hotel personnel.
- Provide post-event financial and operational reports with recommendations for improvement.

### Professional Development Seminars

- Manage all logistics for **three department chair/head seminars and two new deans' seminars**, including faculty recruitment, curriculum updates, hotel coordination, and evaluation.
- Serve as the **on-site host** for all seminars, ensuring smooth execution.

# JOB DESCRIPTION CONTINUED

## **Hotel & Venue Management**

- Identify and negotiate contracts for seminar, workshop, and annual meeting venues.
- Collaborate with third party vendors to select hotels, review contracts, and conduct site inspections when needed.

## **Member Services & Communications**

- Drive membership growth and retention, personally reaching out to lapsed members.
- Work with the Board and committees to develop and execute recruitment campaigns.
- Provide an annual membership report to the Board and maintain proactive engagement with member deans.
- Recommend dues increases in alignment with Bylaws.

## **Virtual Community & Engagement**

- Manage **listservs** and **CCAS Connect**, providing a virtual space for professional networking.
- Curate and archive key communications to members, the Board, and committees.

## **Website & Digital Resources**

- Ensure the website is up-to-date, user-friendly, and reflective of the organization's priorities.
- Periodically assess website design and functionality, implementing necessary updates.
- Maintain and publish key digital resources such as the **New Deans Welcome Kit** and the **Liberal Arts & Sciences FAQs**.



# HOW TO APPLY

## Instructions

CCAS will keep all nominations, applications, and inquiries confidential. All applications must include:

- A letter of interest
- Full resume/curriculum vitae
- Five professional references (who will not be contacted without permission). Please include: name, address, telephone number, and email address

Please submit all materials to: [ccas@aum.edu](mailto:ccas@aum.edu)

Review of applications will begin April 11, 2025 and the search will remain open until the position is filled. Initial Zoom interviews will be conducted in April with in-person airport interviews scheduled in May for finalists.

Anticipated start date July 1 or as soon as possible.

See [ccas.net](http://ccas.net) for full details about CCAS including current programs and services.

## Employment & Benefits

The Executive Director is an employee of Texas A&M University–San Antonio, the host institution for CCAS. TAMUSA benefits [HERE](#).

Texas A&M-San Antonio is an Equal Opportunity/Veterans/Disability Employer committed to providing equal employment opportunity to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity.

# THANK YOU FOR YOUR TIME & INTEREST