Job Opportunity: Executive Director (Part-Time / Contract)

Organization: Virginia Association for Career and Technical Education (Virginia ACTE)
Location: Remote (Virginia-based residency required for travel/meetings) **Employment Type:** Part-Time Contract (IRS-1099 NEC)

About Virginia ACTE

The **Virginia Association for Career and Technical Education (Virginia ACTE)** is the Commonwealth's leading professional organization dedicated to the advancement of Career and Technical Education (CTE). Our mission is to foster excellence in CTE, influence public policy, and develop a competitive workforce for Virginia. We serve as a vital link between educators, administrators, and industry leaders.

The Opportunity

We are seeking a strategic, highly organized, and collaborative **Executive Director** to lead our association into its next chapter. As the primary administrative and advocacy lead, you will serve as the "face" of Virginia ACTE, bridging the gap between our Board of Directors, the Virginia Department of Education (VDOE), CTE stakeholders, and policymakers.

This is an ideal role for a **retired CTE administrator, a public policy professional, or an association management specialist** looking to make a high-impact contribution on a flexible, part-time basis.

Key Responsibilities

- **Strategic Leadership:** Provide oversight for association operations and support the Board of Directors in implementing the organization's mission and bylaws.

- **Legislative Advocacy:** Monitor state and federal legislation; lead advocacy efforts to educate policymakers on the impact of CTE on Virginia's economy.

- **Member Engagement:** Partner with local and national stakeholders to drive membership recruitment, retention, and leadership development for our affiliates.

- **Stakeholder Relations:** Serve as a liaison with the VDOE, business/industry groups, board member for the Virginia Association of Career and Technical Education Administrators, and member of the national ACTE organization.

- **Event Coordination:** Oversee the planning of the Virginia ACTE Leadership Seminar and represent the association at state and regional conferences.

Qualifications & Skills

- **Experience:** Proven track record in educational leadership, association management, or public policy advocacy (CTE experience highly preferred).

- **Communication:** Exceptional written and verbal communication skills; ability to navigate social media and digital listservs to engage a professional audience.

- **Advocacy:** Comfort engaging with legislators and interpreting complex educational policy, and collaborating with David Bailey Associates.

- **Availability:** Ability to commit approximately **15–20 hours per week** with a 12-month outlook.

- **Reliability:** High level of responsiveness (24-hour turnaround for critical VDOE and legislative inquiries).

- **Travel:** Ability to attend board meetings, leadership seminars, and state conferences as required.

Compensation & Logistics

- **Stipend:** Competitive monthly stipend (Contracted via IRS-1099-NEC).

- **Support:** Board-approved budget for stipend, bonuses, travel, and operational expenses.

- **Tools:** Virginia ACTE email address provided.

How to Apply

Interested candidates should submit a **resume and letter of interest** outlining their experience with CTE or association leadership by April 24, 2026, to: **Bo Bundrick, Virginia ACTE President, Bo.bundrick@gmail.com**.

Letter of Interest: Guidance for Applicants

- **CTE Vision:** Their perspective on the current landscape of Career and Technical Education in Virginia.

- **Advocacy Experience:** A specific example of when they influenced policy or managed a relationship with a government entity (like the VDOE).

- **Association Management:** How they have previously managed a board of directors or organized professional development events.

- **Operational Style:** Confirmation of their ability to meet the 24-hour responsiveness requirement.