

## **Executive Director – National Council for Geographic Education (NCGE)**

### **Position Overview**

The Executive Director serves as the chief executive officer of the **National Council for Geographic Education (NCGE)**, a leading non-profit organization dedicated to advancing excellence in geography education through advocacy, professional development, resource creation, and community engagement. Reporting to the Board of Directors, the Executive Director provides visionary leadership, strategic direction, and operational oversight to achieve NCGE’s mission and strengthen its impact on geography education nationwide. The Executive Director is currently a half-time contractor position with growth potential.

### **Key Responsibilities**

#### **1. Leadership and Strategic Planning**

- Lead NCGE in the development and implementation of strategic goals to carry out the Board’s vision.
- Act as a primary advocate for geographic literacy and education at all levels, representing NCGE in national and professional, governmental, and public forums.
- Build and maintain strong relationships with key stakeholders, including educators, policymakers, funders, academic institutions, and partner organizations.
- Act as the public face of NCGE, enhancing its visibility and reputation in the geography education community.

#### **2. Fundraising and Financial Management**

- Develop and execute comprehensive fundraising strategies, including grants, sponsorships, partnerships, and membership growth initiatives.
- Manage the organization’s budget to ensure financial stability and alignment with strategic priorities.
- Provide regular financial updates and transparent reporting to the Board of Directors and stakeholders.

#### **3. Program Development and Oversight**

- Oversee NCGE’s signature programs, including the annual conference, professional development opportunities, resource library, educational travel programs and NCGE Connect partnership network
- Serve as a liaison across K-12 and post-secondary institutions, fostering a national network that supports continuous geographic education.
- Ensure all programs meet the needs of educators, are aligned with geographic education standards, and address emerging trends in the field.
- Collaborate with the Board, committees, and stakeholders to identify opportunities for new initiatives and innovation.

#### **4. Board and Staff Management**

- Serve as the primary liaison between the NCGE Board of Directors and the organization, facilitating effective governance and communication.

- Lead, supervise, and mentor a dedicated remote team of contracted staff and volunteers to achieve NCGE's goals.
- Foster a collaborative and inclusive organizational culture that reflects NCGE's mission and values.
- Participate in annual performance evaluations conducted by the Board

#### **6. Compliance and Risk Management**

- Ensure NCGE's compliance with legal, financial, and ethical standards.
- Identify and manage risks associated with operational, financial, and programmatic activities to protect the organization's integrity.

#### **Qualifications**

##### **Education**

- Bachelor's degree in Geography, Education, Non-Profit Management, or a related field (Master's degree preferred).

##### **Experience**

- Proven experience in nonprofit management, with at least 5 years in a leadership role.
- Knowledge of geography education, curriculum development, or related fields is highly desirable.
- Demonstrated success in organizational management, fundraising, membership growth, and financial management.

##### **Skills and Attributes**

- Visionary leadership with a strategic mindset and the ability to drive long-term initiatives.
- Strong interpersonal and communication skills, with experience building partnerships and leading diverse teams.
- Knowledge of trends and best practices in geography education and professional development.
- Proficiency in budget management, financial reporting, and organizational development.
- Passion for geography education and fostering geographic literacy at all levels.

**How to Apply:** Candidates must submit a Curriculum Vitae (CV) and a Letter of Intent detailing their qualifications, leadership experience, and vision for advancing NCGE's mission through NCGE's on-line portal at <https://bit.ly/3DMAcE2> Please note, if you do not already have an NCGE members account or free NCGE portal account, you will be prompted to do so after clicking the portal link above.

**All materials must be submitted and received by Tuesday, January 21, 2025, at 6:00 PM.**

The National Council for Geographic Education (NCGE) is committed to fostering an inclusive and equitable environment for all. We welcome and value the diverse perspectives and experiences of individuals in our community. NCGE does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, disability, veteran status, or any other characteristic protected by applicable law.



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We encourage individuals from all backgrounds to join us in advancing excellence in geography education and promoting geographic literacy worldwide.