



Associate Director, Community College Association of Texas Trustees

Texas Association of Community Colleges

Purpose

The Associate Director works closely with the Director of the Community College Association of Texas Trustees (CCATT) to coordinate trustee advocacy efforts and support the successful implementation of the association's strategic plan.

The Community College Association of Texas Trustees is a 501c(6) membership organization representing more than 400 trustees and regents that serve the state's public community colleges. Trustees and regents are locally elected, nonpartisan officials who serve six-year terms without compensation. Each institution's board defines the vision of the college, serves as a liaison between the college and the community, approves annual budgets, and sets policies, among other responsibilities. CCATT operates in partnership with the Texas Association of Community Colleges (TACC), a membership organization that represents the presidents and chancellors of the state's community colleges and provides a unified voice on policy matters before the Texas Legislature.

Reporting to the Director of CCATT and collaborating with other TACC staff members, the Associate Director supports CCATT's mission to foster student success and ensure excellence in governance. The Associate Director takes the lead on membership communications, event planning, and special projects related to CCATT's strategic plan and the work of the Board's committees.

Primary Responsibilities

- Support professional development for trustees/regents and board liaisons.
- Manage membership communications and engagement tracking through the Salesforce CRM.
- Coordinate day-to-day administrative, fiscal, and operational activities.
- Lead event planning, program budgeting, and logistics coordination.
- Support grant reporting and implementation of CCATT's strategic plan.
- Coordinate with TACC to engage trustees/regents on legislative issues and strategies.

Minimum Qualifications

Education & Experience

- Minimum of three years of experience in strategy development, program administration, board management, or related fields.
- Bachelor's degree from an accredited college or university.

- Preferred experience with professional development programs, communication strategies, association membership engagement, and working with community college trustees/regents and administrators.
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

Skills Required

- Excellent interpersonal and time management skills.
- Knowledge of event logistics, planning processes, and engagement strategies.
- Strong organizational skills and acute attention to details.
- Knowledge of grant application processes and financial management.
- Advanced writing and editorial skills.
- Ability to adapt and remain productive in a fast-paced, mission-centric environment.
- Proficient in Microsoft Office software and virtual meeting applications and platforms.

The ideal candidate will possess a strong sense of curiosity and a passion for civic engagement. They should have demonstrated experience in event management, budget forecasting, professional development, and/or program administration.

Essential Functions

- Support the execution of CCATT's strategic plan and help implement communication strategies to enhance the association's reach and engagement.
- Collaborate with the Director of CCATT to manage projects and address requests from the CCATT Board of Directors and their various committees.
- Help identify, collaborate on applications for, and manage grants to support CCATT initiatives.
- Assist in the preparation and monitoring of operational and grant budgets, track expenses and recruit sponsors for CCATT events.
- Coordinate with TACC on shared policy priorities and strategies to engage trustees/regents on legislative issues and advocacy at the state and local levels.
- Manage logistics and assist in the planning and delivery of professional development programs for trustees/regents and community college staff who function as board liaisons.
- Prepare materials for quarterly board meetings and design PowerPoint presentations as needed.

Classification: Full-time, exempt position

Travel: Approximately 25 percent of the time

We invite serious applicants to submit a letter of interest, current resume, and list of references to:

Nicole Eversmann
Community College Association of Texas Trustees
Texas Association of Community Colleges
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