

SEEKING A DYNAMIC LEADER: EXECUTIVE DIRECTOR



ASSOCIATION OF CALIFORNIA
COMMUNITY COLLEGE ADMINISTRATORS

Nominations and supporting documents will be accepted until the position is filled. However, to ensure full consideration, applicant materials should be submitted no later than **January 16, 2026 at 12:00 Noon**. All inquiries, nominations, and applicants will be held in confidence.

Full Job Description can be accessed [here](#) or scan the QR code below.

Questions?

E: admin@accca.org P: (916) 443-3559

About ACCCA: The Association of California Community College Administrators (ACCCA) is a nonprofit professional organization for administrators and managers in California's community college system. It supports its members' professional development with various services, benefits, and programs. The California Community Colleges (CCC) system is the nation's largest, with 116 colleges serving more than 2.1 million students each year. ACCCA operates as a 501(c)(6) organization. Visit: <https://accca.org/>.



Who We're Looking For:

Minimum Qualifications:

- Bachelor's degree from an accredited college or university.
- Three to five years of management experience in a California Community College.
- Two years' experience serving as a Board member or two years' work experience with an association or nonprofit.



Highly Competitive Applicants Will Also Possess:

- Office and digital proficiency (MS Office, web, social media)
- Entrepreneurial mindset and change management experience
- Proven staff supervision and leadership
- Strong financial oversight and revenue generation
- Excellent communication and spokesperson abilities
- Nonprofit board experience
- Collaborative stakeholder engagement
- Events management
- Familiarity with California community colleges system

THE OPPORTUNITY

The Association of California Community College Administrators (ACCCA) is hiring an Executive Director to oversee all administrative functions and manage its staff. The new director will work with the Board of Directors on long-range strategic planning and will be responsible for growing the association through fundraising, partnerships, and outreach.

COMPENSATION & BENEFITS:

- **Annual Salary Range:** \$140,000 - \$150,000 based on experience.
- **Comprehensive Benefits Package:** Includes health insurance, a matching 401K plan, technology stipend, paid parking, and paid vacation.

Work Environment & Travel:

- Most meetings are conducted virtually.
- Approximately 20% work-related travel is required for conferences, events, and campus visits throughout California, with occasional evening and weekend events.
- Expected Starting Date: March 2026 (negotiable).

HOW TO APPLY

In order to receive consideration, candidates for this position must submit the following documents to Ana Sneed at admin@accca.org by 12pm on Jan. 16, 2026:

- Cover letter
- Current resume (including the month and year of employment for each employer)
- Names and contact information for five professional references - at least one supervisor, one direct report, and one co-worker. References will be contacted only with applicant's permission once identified as a semifinalist for the position.

SCAN FOR FULL JOB DESCRIPTION

