

Association of California Community College Administrators
Executive Director Position Description
Updated November 18, 2025

Organizational Overview

The Association of California Community College Administrators (ACCCA) is the foremost member-supported professional organization for administrators and managers working at California's community colleges. Comprising 73 districts and 116 colleges, the California Community Colleges (CCC) form the largest higher education system in the nation—providing a gateway to higher education for over 2.1 million students annually. ACCCA seeks to provide its members with services, benefits, products, and programs that will enhance their professional development.

Position Overview

In partnership with and under the direction of the Board of Directors, the Executive Director (ED) oversees all administrative functions as described within the Association's manual of operations, by-laws, and constitution. The ED directs the activities of staff, volunteers, paid consultants, and contractors employed by the Association, ensuring the ongoing operation of an entrepreneurial, robust and growing member-supported nonprofit organization. The ED oversees and manages the Association's strategic long range planning process and leverages opportunities for bridge building and advancement of the Association through strategic outreach and partnerships, grants, and other potential fundraising and resource development activities. Additionally, the ED serves as Secretary to the Board, is an ex-officio member of all ACCCA commissions and committees and attends their meetings as necessary.

Essential Responsibilities

1. Financial Management

- Oversees fiscal management of an annual budget of approximately \$1.2M and ensures compliance with legal requirements
- Works with designated staff and contracted accountants/auditors to oversee the conduct of all Budget/Payroll/Accounts Receivable/Accounts Payable processes and ensures that all accounts owned by the Association are accurately maintained and regularly reported to the Board and to the Finance Committee Chair
- Facilitates monthly, quarterly and annual reporting and filings required by the state and federal government, as well as ensures that an annual internal controls audit is completed and makes these reports accessible to the Board
- Ensures the operation of an up-to-date membership roster and dues billing system that accurately and in a timely manner manages the Association's primary revenue source
- Manages the ACCCA office and offsite records storage facility

2. Operations Management and Support

- Serves as support for and liaison among the Board, commissions, committees, councils, members, and external stakeholders
- Ensures that each stakeholder group establishes a membership roster, understands its mission and integration into the operation of ACCCA, has an established work plan, and meets regularly
- Reports progress of these stakeholder groups to the Board regularly and supports collaboration amongst the various groups

3. Board of Directors Support

Works under the direction of the Board President and Executive Committee to organize and facilitate all Board meetings, including an in-person annual retreat in June for strategic planning purposes

Works with the Board to establish and pursue strategic objectives, and ensures activities align with the annual budget and policy guidelines

Manages annual Board elections and maintains the Association's constitution and bylaws

Recruits volunteers and viable candidates for the Board

4. Regulatory Compliance

Ensures compliance with state and federal laws for a 501(c)(6) organization

Supports, documents, and communicates the Association's core mission, vision, values, strategy, priorities, operations, and/or goals

5. Human Resource Management

Oversees a small but dedicated staff and robust volunteer network, including supervision, evaluation, training, and performance improvement as well as workload management

Confers with the Board on organizational needs and manages contracted services

6. Public Relations and Marketing

Works with the Communications & Marketing Committee (CMC) and directs staff and consultants in development and maintenance of a comprehensive communications and marketing plan

Manages effective social media outreach and marketing

Maintains the Association's brand and oversees all communications and marketing

In consultation with the Board, approves all final communications and marketing materials

Ensures that ACCCA has a fully functioning website that is modern, up-to-date, user-friendly, and secure

7. Member Recruitment, Retention and Services

Ensures member benefits align with needs and assesses their effectiveness

Manages membership processes, roster and data security

Works with the Regional Member Council (RMC), oversees and directs staff in managing a network of campus representatives, and keeps them informed and supported in their role as the points of contact about ACCCA on the campuses

Directs staff in maintaining a current roster of Council members and Campus

Representatives and provides easy access to resources, information and support for ongoing recruitment purposes

8. Professional Development

Working with staff and the contracted meeting planner, develops and facilitates a comprehensive menu of professional development/training and networking programs and events every year

Works collaboratively with the Management Development Commission (MDC) and directs designated staff, to ensure that appropriate advance planning, budgeting, engagement, marketing, facilitation, assessment and reporting of a variety of professional development opportunities is provided to CCC administrators, aspiring administrators and others throughout the year

Oversees staff in the development, production and distribution of all promotional material, and facilitation of the registration or application process, ensures appropriate vetting and selection protocols are in place and reports regularly to the Board on progress

9. Advocacy

- Works cooperatively with the Commission for Finance & Legislative Advocacy (CFLA) and in consultation with the Association's Consultation Council representative and legislative advocate, and communicates the Association's annual legislative platform to members, affiliates and state agencies, and for facilitating the work of the CFLA
- Establishes a calendar of meetings, and develops effective events and communications related to the Association's advocacy platform
- Assists the legislative advocate in organizing testimony on issues, when necessary at the direction of the Board, writes appropriate support/oppose letters on behalf of the Association and issues alerts to members and the field when necessary
Orchestrates, in collaboration with and as requested by the Board and the CFLA, the development and distribution of issue-focused articles, position papers and strategic editorial and opinion pieces to support the Association's position on legislation or policy
Serves as Treasurer for ACCCA's Political Action Committee and manages financial transactions

Minimum Qualifications

Applicants must meet the following minimum qualifications to be considered

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.

Experience, Knowledge, Skills, and Abilities

The most competitive applicants will have many of the following attributes:

Familiarity with the work of the California community colleges – system and district organization, governance, and operation

Competency with office operations, proficiency in Microsoft Office Suite products, basic computer tasks and data entry, website management, social media/blogging, and being able to quickly learn and master new systems and tools

Entrepreneurial attitude and experience with change management, transforming systems, tools, and processes

Self-directed and well-organized, with attention to detail and ability to complete tasks with little supervision

Record of successful supervision, support, and leadership of a small staff member team with limited administrative support

Financial oversight, management of cash flow and budget planning and ability to work creatively within tight budget constraints

Demonstrated revenue building experience with a nonprofit organization, including member benefits, partnerships, sponsorships, conferences, and donations

Excellent written and oral communication skills; an effective spokesperson, capable of engaging a variety of stakeholders

Ability to work collaboratively with a board, staff, and community stakeholders

Events management experience

Impeccable reputation for honesty, transparency, ethical behavior, and integrity

Location and Travel

Hybrid work environment to be negotiated with the successful candidate.

Most meetings are conducted virtually

Approximately 20% of work-related time includes travel to conferences, events, and visits to campuses throughout California, with occasional evening and weekend events

Compensation

The board has budgeted a salary of \$140,000 – \$150,000 annually based on experience, plus a benefits package that includes health insurance, a matching 401K plan, technology stipend, paid parking, and paid vacation.

Actual Employment Dependent Upon

Reference check

Satisfactory background check

Verification of education

Expected Starting Date

March 2026 (to be negotiated)

How to Apply

Interested qualified candidates should submit the following items for consideration by January 16, 2026:

- Cover letter
- Current resume (including the month and year of employment for each employer)
- Names and contact information for five professional references (who will be contacted only with applicant's permission once identified as a semifinalist for the position)

The position will remain open until filled.