



## **POSITION ANNOUNCEMENT, Executive Director, SkillsUSA Virginia Foundation**

SkillsUSA Virginia is seeking an executive director to provide leadership to the SkillsUSA Virginia Foundation. This is an opportunity to work with education and industry leaders in Career and Technical Education (CTE) across Virginia, including teachers, administrators, and officials from the Virginia Department of Education (VDOE). SkillsUSA Virginia's primary membership is comprised of students from Virginia high schools, career tech centers and community and technical colleges. Teachers and administrators serve as professional members of SkillsUSA. The role of Foundation Executive Director is a volunteer position. Home office, travel and cell phone expenses are reimbursed by the Foundation.

### **Supporting SkillsUSA**

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. SkillsUSA helps each student excel. We provide educational programs, events and skill competitions that support Career and Technical Education in Virginia. SkillsUSA helps develop the "total student" with training and activities that build personal, workplace and technical skills. Support for SkillsUSA Virginia helps keep Virginia's economy vibrant and strong.

### **Executive Director, SkillsUSA Virginia Foundation**

Responsibilities of the position:

- Work with the SkillsUSA Virginia State Director and VDOE Trade & Industrial Education and Related Cluster Specialist to support the implementation of the program of work
- Work with the foundation president and treasurer in preparing the annual budget. Work with the treasurer to provide monthly reports to the board of directors
- Assist the foundation members in seeking prospective donors of human, in-kind and financial support for SkillsUSA Virginia
- Maintain a positive relationship with all donors and communicate regularly with them
- Report to the Foundation Board at each meeting regarding the status of donations and support
- With the leadership of the foundation secretary, maintain a data base of all donors and their contributions
- Work with both the foundation technology and grant managers to develop marketing materials that provide strong visibility for the organization and inspiration to potential investors

The executive director of the Foundation shall plan, direct, implement and evaluate SkillsUSA Virginia's philanthropic operations and ensure that all operations of the Foundation are carried out in accordance with applicable laws governing non-profit foundations. This includes the submission of appropriate IRS reports to the state association director. The executive director serves at the pleasure of the board of directors.

SkillsUSA Virginia is a 501c3 non-profit education association, supported by the VDOE as an integral component of the Virginia public CTE education system and is one of 62 state and territorial associations of the national association SkillsUSA, Inc. Learn more at: <https://www.skillsusava.org/>

If interested or if you know someone that would be interested, please contact us: [search@skillsusava.org](mailto:search@skillsusava.org); 540-425-1980 or 703-728-2287; or use this link <https://forms.gle/YvNJ8C6kWAuyntGy5>.