Founded in 1970, the North Carolina Association of Independent Schools serves almost 90 schools across the state. With a mission to “promote educational excellence and empower member schools to thrive in pursuit of their missions,” NCAIS focuses on the core commitments of providing leading-edge educational opportunities, a community of colleagues, legislative advocacy, guidance in school leadership and governance, as well as offering partnerships and resources. NCAIS is governed by a board of directors and operates on an annual budget of approximately $1,000,000. NCAIS is a virtual workplace and all employees are required to set up and maintain fully functioning home offices.

**DIRECTOR OF PROFESSIONAL DEVELOPMENT**

*Full-Time Position*

As a senior member of the NCAIS Team, the Director of Professional Development is responsible for all facets of NCAIS programming including but not limited to educational events and NCAIS Advantage cost-savings offerings. This person will serve as the primary marketing agent for NCAIS, creating content and designing marketing flyers. This individual will be a high profile employee who will represent NCAIS publicly as needed, introducing speakers, engaging with NCAIS school representatives and out-of-state colleagues via email, phone, and at events. The Professional Director will have limited supervisory responsibility for the Director of Programs and be expected to work closely with all other members of the NCAIS Team. Overnight travel and attendance at occasional evening and weekend events is required.
DUTIES & RESPONSIBILITIES

- Develop, market, implement, and oversee 40+ professional development offerings annually, including in-person conferences, virtual synchronous workshops, webinars, asynchronous courses, and retreats that support the mission of NCAIS
- Supervise Director of Programs and assist with the marketing of events, webpage development, registration forms, hotel negotiations, and menu planning
- Work closely with Executive Director and Associate Director to oversee the network of independent schools and their constituents
- Develop marketing materials for distribution virtually via email, social media, newsletters, and occasionally, print
- Create a budget for each event that will cover the event costs as well as administrative, clerical, and other costs incurred by NCAIS
- Provide organizational structure and negotiate pricing for the NCAIS Advantage and Southeast Collaborative programs
- Work independently while collaborating with the NCAIS team on overlapping duties/programs
- Cultivate professional relationships with other professional development directors in other states and regions
- Demonstrate behavior that is professional, ethical, and responsible and serve as a role model for all NCAIS staff and schools
- Perform other duties as assigned

QUALIFICATIONS, SKILLS, & ABILITIES

Successful candidates must meet the following requirements

- Minimum of a Bachelor’s degree (Master’s preferred) and 5 years experience working in an independent school setting (preferably at an NCAIS school)
- Understand the current independent school landscape and the issues impacting education locally and nationally
- Expertise in managing multiple tasks simultaneously and maintaining composure under pressure
- Comfort and expertise in speaking in front of a large group
- Thorough understanding of independent school operations and staff development
- Knowledge of independent lower, middle, and upper school education
- Strong organizational, communication, problem-solving, and interpersonal skills
- Strong understanding of current technology, including equipment and software
- Proficient in Google Drive programs, Microsoft Office, Zoom, and Canva
- Experience in creating eye-catching, and innovative marketing materials
- Ability to interpret policy, procedures, and data
- Experience in formulating and managing budgets
PHYSICAL QUALIFICATIONS

- Frequent prolonged and irregular hours; standing, bending, stooping, climbing, walking, and using hands
- Must occasionally lift and/or move up to 25 pounds
- Exposure to a variety of weather conditions
- Ability to talk and hear. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus
- Valid NC Driver’s License is required

HOW TO APPLY:

On or before March 1, 2022, please send the following to Stephanie Keaney at skeaney@ncais.org.

- Resume
- Cover letter
- References

Please put your name and APPLICANT in the subject line ("John Doe, APPLICANT")
NCAIS Member Schools

Al-Iman School
Arendell Parrott Academy
Asheville Christian Academy
Asheville School
B’nai Shalom Day School
Bishop McGuinness Catholic High School
Brookstone Schools
The Burlington School
Calvary Day School
Carmel Christian School
Carolina Day School
Carolina Friends School
Cary Academy
Charlotte Christian School
Charlotte Country Day School
Charlotte Jewish Day School
Charlotte Latin School
Charlotte Preparatory School
Christ Classical Academy
of Charlotte
Christ School
Coastal Christian High School
Covenant Day School
Davidson Day School
Duke School
Durham Academy
Emerson Waldorf School
The Epiphany School of Global Studies
Episcopal Day School
Fayetteville Academy
The Fletcher Academy
The Fletcher School
Forsyth Country Day School
Friends School of Wilmington
Gaston Day School
GRACE Christian School
Greenfield School
Greensboro Day School
Greensboro Montessori School
Harrells Christian Academy
Hickory Day School
High Point Christian Academy
High Point Friends School
Hill Learning Center
Hope Academy
Immaculata Catholic School
The John Crosland School
Kern-Vance Academy
Lawrence Academy
The Lerner Jewish
Community Day School
Montessori Community School
Montessori School of Durham
The Montessori School of Raleigh
Myrtle Grove Christian School
Neuse Christian Academy
New Garden Friends School
Noble Academy
Oak Ridge Military Academy
The Oakwood School
Omni Montessori School
The O’Neal School
The Outdoor Academy
Palisades Episcopal School
The Piedmont School
Pinewoods Montessori School
Providence Day School
Rabun Gap-Nacoochee School
The Raleigh School
Ravenscroft School
Ridgecroft School
Rocky Mount Academy
Saint Mary’s School
Salem Academy
Salisbury Academy
St. David’s School
St. Timothy’s School
Statesville Christian School
Summit School
Triangle Day School
Trinity Academy
Trinity Episcopal School
Trinity School of Durham
nd Chapel Hill
Wayne Country Day School
Wesleyan Christian Academy
Westchester Country Day School
Winston Salem Christian School
Woodlawn School

The NCAIS Team

Executive Director: Linda Nelson
Business Manager: Rebecca Slay
Associate Director: Stephanie Keaney
Director of Programs: Meghan Hilleboe