

Central States Communication Association

Executive Director Position Description

Application Deadline: March 1, 2023

The Central States Communication Association (CSCA) is seeking its next Executive Director (ED) to serve a five-year term, beginning July 1, 2023, until June 30, 2028. The newly selected Executive Director will spend their first year being mentored by outgoing ED Tiffany Wang and will devote the last year of their five-year term mentoring an incoming ED.

Responsibilities include (but are not limited to):

- Handling all business aspects of the annual convention, including negotiation and implementation of conference hotel, publisher, and vendor contracts.
- Editing, designing, and printing the convention program.
- Soliciting program advertisers and convention exhibitors.
- Working with the First Vice-President on convention logistics.
- Arranging CSCA Executive Committee meetings. The EC meets in person and/or virtually at both the CSCA and NCA conferences annually and holds other meetings electronically as needed. The Executive Director is required to attend NCA and CSCA annual conferences per bylaws.
- Managing the CSCA electronic submission site.
- Selecting future CSCA Convention sites, including site visits and contract negotiation, in consultation with convention and meetings consultant.
- Coordinating the development of CSCA's newsletters.
- Managing the Association's finances, working closely with the Finance Committee Chair and member services consultant.
- Recording and disseminating all minutes of the Executive Committee.
- Coordinating the Association's website (with the help of a member services consultant).
- Representing CSCA on NCA Legislative Assembly and NCA Nominating Committee.
- Managing the storage and transportation of CSCA technical equipment.

Minimum Qualifications:

- Demonstrated experience managing one or more of the following: special events, budgets, negotiations, presentations, chairing committees, unexpected crises, etc.
- Ability to manage and coach use of the electronic submission site.

We are committed to the advancement of policies that support traditionally marginalized people and we aim to achieve inclusivity and equity in all our operations. Applications from under-represented groups are especially encouraged.

Compensation: Executive Directors receive an annual professional development stipend, as well as travel support for NCA and CSCA annual conferences and conference site visits.

CSCA is a professional, academic organization of primary and secondary school teachers, students, college and university professors, and communication professionals. CSCA was founded in 1931 to promote the communication discipline in educational, scholarly, and professional endeavors. The association—which consists of the 13 Midwestern states of Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, Oklahoma, South Dakota, and Wisconsin—is governed by an eleven-member Executive Committee, of which the Executive Director is a member. The CSCA Executive Director will have the opportunity to work closely with the elected leadership of the association.

Individuals interested in the position should submit a letter of interest describing past experience with the association, administrative/managerial experience and qualifications, a list of three references with contact information, and a statement of institutional support from the applicant's current department or employer. A current CV should also be submitted. Materials should be submitted electronically no later than **March 1, 2023**, to DebraFord@creighton.edu.

The CSCA Executive Committee will meet with individuals interested in the position at the Association's annual meeting in St. Louis (March 29-April 1, 2023). Those who may have questions about the position are encouraged to contact Debbie Ford, CSCA President, at DebraFord@creighton.edu, or Tiffany Wang, current CSCA Executive Director, at csc.ed@gmail.com.