

Executive Director

Kentucky Association for Gifted Education (KAGE)

(Part time, Hours vary with organization's events and legislative sessions)

Office Location: Western Kentucky University (Flexibility to work remotely)

This position requires an individual with a passion for meeting the needs of gifted students in Kentucky. Primary functions of this role will include advocacy during the legislative session in Kentucky, as well as conference and workshop planning/oversight. The executive director must have strong interpersonal and organizational skills; a self-starter who takes initiative to direct and complete complex tasks will succeed in this role.

Occasional weekend and evening hours will be required for this position.

Executive Director Duties & Responsibilities:

Organizational Management

- Communicate on behalf of KAGE
- Implement and execute KAGE policies
- Manage the business affairs of KAGE
- Attend KAGE board meetings

Advocacy

- Interact with state and national legislators and KDE
- Represent and speak on behalf of KAGE
- Support parents and educators

Professional Learning

- Plan the annual conference
- Organize professional learning throughout the year

Job Type: Part-Time/Limited

Salary: \$20,000. Travel expenses reimbursed.

Schedule: Flexible

Location: May reside anywhere in Kentucky and work remotely

Education & Experience: Gifted education background/organizational leadership is desirable

Interested parties please send resume and letter of interest to kage@wku.edu. Review of applications will begin on October 1, 2024.

