

# 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](mailto:kage@wku.edu). Review of applications will continue until position is filled.

