



ASSISTANT EXECUTIVE DIRECTOR

Opportunity for Advancement
toward Executive Director

HELP SHAPE THE FUTURE OF CHRISTIAN EDUCATION IN WEST VIRGINIA

Could God be calling you to use your experience and leadership to impact Christian schools across an entire state?

The West Virginia Christian Education Association (WVCEA) is seeking a spiritually mature, relational, and highly motivated Christian leader to serve as **Assistant Executive Director**.

This is an active leadership role, not simply a support position. WVCEA is looking for a leader who loves Christian education, enjoys building relationships with school leaders, sees opportunities for growth, and wants to make a lasting difference in Christian education throughout West Virginia.

A STATEWIDE LEADERSHIP-DEVELOPMENT OPPORTUNITY

This position is designed to provide significant and increasing leadership responsibility and an opportunity for advancement toward the position of Executive Director — providing strategic, relational, administrative, and public leadership for WVCEA. The Assistant Executive Director will help strengthen member schools, develop programs, build partnerships, and guide the Association's future.

What you will do: BUILD RELATIONSHIPS LEAD & DEVELOP PROGRAMS

- Develop strong relationships with Christian school administrators, pastors, teachers, and leaders.
- Visit schools throughout West Virginia to encourage leaders, understand needs, and strengthen connections.
- Build relationships with prospective member schools and represent WVCEA professionally.
- Help plan, coordinate, and strengthen WVCEA programs and member services.
- Evaluate current programs and identify opportunities for improvement and expansion.
- Develop new initiatives and coordinate projects with speakers, volunteers, sponsors, and partners.
- Coach schools as they work toward accreditation and receive training to serve as chair of accreditation teams.

HELP LEAD MAJOR EVENTS

- WVCEA Educators' Convention
- Student Leadership Conference
- Leadership meetings and professional development
- Student activities, competitions, and special events

HELP WVCEA GROW

- Assist with membership recruitment, retention, and increased participation.
- Develop new partnerships and resources for member schools.
- Participate in strategic planning for the future direction and growth of WVCEA.

Use your experience to strengthen Christian education throughout West Virginia

GROW INTO GREATER LEADERSHIP

WVCEA is intentionally looking for someone who can assume increasing organizational leadership.

Working with the Executive Director, the Assistant Executive Director will assume increasing responsibility in areas such as

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| • Association administration and strategic planning | • Member-school and Board relations |
| • Budgeting and financial stewardship | • Membership development |
| • Conferences and professional development | • Partnerships and sponsorships |
| • Legislative and public-policy involvement | • Accreditation and educational services |
| • Communications and public representation | • State and national Christian education relationships |

As the Assistant Executive Director demonstrates effectiveness, leadership ability, organizational knowledge, and alignment with WVCEA's mission, the role may expand significantly. *Advancement is not automatic or guaranteed and would be based upon demonstrated effectiveness, organizational needs, Board approval, and mutual agreement.*

REQUIRED EDUCATION & EXPERIENCE

Master's Degree Required, or Actively Pursuing a Master's Degree
Minimum of 10 years of educational experience in Christian education required

WHO ARE WE LOOKING FOR?

- A clear personal testimony of faith in Jesus Christ and a lifestyle consistent with biblical principles.
- Strong agreement with the mission, biblical values, and Statement of Faith of WVCEA.
- A genuine commitment to Christian education.
- Demonstrated leadership ability in education, ministry, nonprofit leadership, or a related field.
- Excellent interpersonal, communication, and relationship-building skills.
- Strong organizational and project-management abilities.
- Initiative, creativity, dependability, and sound judgment.
- Ability to lead projects from concept through completion and work both independently and collaboratively.
- Comfort speaking with individuals and groups.
- Willingness to travel regularly throughout West Virginia and occasionally outside the state.

Christian school administrative or leadership experience is highly desirable.

WE ARE NOT SIMPLY FILLING A POSITION.

We are investing in the future leadership of WVCEA.

For additional information or to express interest, contact:

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