

Job Description: ACEL Executive Director

Updated 7.29.23



The ACEL Executive Shall promote the purpose and vision of the ACEL.

The purpose of the Association of Christian Educators of Louisiana is to bring honor and glory to the name of our Lord Jesus Christ, through athletic and academic competition, to protect the Christian bond of our Member Organizations, to promote pure, amateur athletic sports, and to foster Christian leadership and fellowship among our students. The vision of the ACEL is to encourage Christian growth through physical, emotional, technical and spiritual excellence.

As the Chief Executive Officer of the ACEL, the Executive Director is responsible for:

- Embracing and furthering the purpose and vision of the organization
- Working seamlessly with the ACEL Executive Board
- Strategic and organizational planning
- Financial management
- Applying and evaluating ACEL rules, procedures, and policies
- Enhancing the organization's public image

Expectations of the Executive Director

- Know the ACEL's purpose, policies, programs and needs
- Follow the organization's bylaws and policies
- Serve as active advocates and ambassadors for the ACEL
- Leverage connections, networks, and resources that can benefit the ACEL's fundraising and reputational standing
- Prepare for, attend, and conscientiously participate in board meetings, membership meeting, all-state voting meetings, and state championship events
- Disclose potential conflicts of interest before meetings
- Maintain confidentiality about all internal matters of the ACEL.

Other Requirements

The Executive director is responsible for the day-to-day administration of the ACEL to include member communication/ assistance, program implementation, Membership Committee oversight, secretarial and accounting needs, and website and database maintenance. The Executive Director also prepares agendas and support material for all meetings of the Executive Board and makes recommendations to the board for the improvement of ACEL rules, policies and procedures.

Executive Director is a part-time position but requires availability to handle short-notice issues as they arise.

Compensation: \$20,000 per academic year.

TO APPLY: Email your resume along with an explanation of why you want to serve as the ACEL Executive Director to admin@theacel.com.

Any and all applications received by noon, November 8, 2024, shall be reviewed by the Executive Board on November 9 2024. If no selection is made by the board at that time, applications will continue to be accepted until the next regularly scheduled meeting of the Executive Board on February 22, 2025.