

Texas Association for the Gifted and Talented Seeks  
**EXECUTIVE DIRECTOR**

The Texas Association for the Gifted and Talented is inviting applications for the position of Executive Director. The Executive Director reports to the Executive Board as the association's chief executive officer and public spokesperson and derives authority from the Executive Board to pursue TAGT's Mission within the boundaries established by the Association Bylaws, Policies and Procedures, budget, established executive limitations, and standard business ethics. The successful candidate will have demonstrated competence in stakeholder alignment, organization needs assessment, strategic plan development and execution, and structuring of outcomes-based performance evaluation.

The Association seeks an entrepreneurial leader with exceptional organization and managerial skills including:

- Manage and grow Association resources and external relations, including membership, community, government, and regulatory agency relations
- Manage and direct a full-time staff of five plus part-time staff
- Manage multiple service contracts
- Prepare and manage an annual budget of \$1 million
- Manage an annual conference of more than 2,500 participants
- Develop multiple revenue sources including partnerships and sponsorships
- Posses knowledge of computer technology and its uses to communicate and market priority association programs
- Posses knowledge/experience with Six Sigma, Baldrige for Education, other continuous improvement processes is preferred

The leader will also exhibit exceptional communication skills including:

- Communicate the Association's vision and translate it into organizational action
- Address issues related to gifted children, particularly K-12 education in Texas
- Facilitate public advocacy opportunities at the local, state, and/or national level

Knowledge of gifted programs in public or private school systems and prior experience in non-profit management and compliance issues are desired.

The candidate must have earned an advanced degree and/or comparable professional degree. Certified Association Executive endorsement preferred. Compensation competitive with not for profit organizations of like size and budget. Residency in or relocation to Austin is required.

A complete application will consist of:

1. Letter of Interest
2. Résumé
3. Responses to “TAGT Areas of Interest Questions” below:
  - Describe your financial management experiences including size of budgets and size of organization/s.
  - Describe your experience/s serving as a spokesperson for an organization including responsibilities, audiences, size of organization, and results.
  - Describe briefly your knowledge of and background with gifted education.
  - Describe your experience/s in working with governmental bodies and agencies (local, state, and national).
  - Describe briefly your experience/s in association or business management.
  - Describe your experience/s managing and/or serving on boards of a non-profit or profit organization.
  - Describe your level of expertise and/or competencies in computer technology.

Complete application packets can be sent via email to [lvarner@txgifted.org](mailto:lvarner@txgifted.org) or mailed to TAGT ED Selection Committee, 1524 S. IH 35, Suite 205, Austin, TX 78704. Applications will be accepted until midnight, October 6th.