



## **Central Virginia Chapter Community Associations Institute**

P.O. Box 5118

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Web site: [www.cvccai.org](http://www.cvccai.org)

### **Employment Opportunity Executive Director**

Regional based non-profit association seeks a dynamic Executive Director to lead a growing Chapter of an international association. The Central Virginia Chapter of the Community Associations Institute (CAI), or CVCCAI, is a medium size chapter of CAI. The chapter provides educational seminars, member networking opportunities and publishes a monthly magazine, *Consensus*, for its members on topics specific to the community association industry.

The successful candidate must have strong communication, administrative, and networking skills. The successful candidate must also be able to work effectively in motivating volunteers and providing strategic direction to the organization while also serving as an effective leader of the chapter. Must be an independent, self-starter with strong time-management skills and a designated work-space.

Candidates for this position must have prior experience in fundraising, public speaking, membership relations, and marketing. Candidates must be familiar with all aspects of budget development and should be familiar with publication management. Candidates are also required to have excellent organizational and interpersonal skills. Candidates must write well and have an eye for editing. Other desired skills involve experience with problem solving and consensus building.

Candidates must have a bachelor's degree or commensurate work experience; a Certified Association Executive (CAE) designation is preferred. Two to five years of prior experience in a management or supervisory position is required with a preference for prior experience in non-profit association or trade group management. For immediate consideration, please forward your resume, cover letter, and salary requirements to: [CAICVCInfo@gmail.com](mailto:CAICVCInfo@gmail.com). Accepting applications through March 1, 2020.

#### **About Central Virginia Chapter Community Associations Institute**

Central Virginia Chapter Community Associations Institute (CVCCAI) is a not-for-profit organization serving the educational, legislative and networking needs of community association stakeholders serving cities and counties in Central Virginia and surrounding areas. CVCCAI membership includes nearly 500 community association leaders and residents, community managers, management firms, and companies who provide products and services to community associations. CVCCAI is governed by a 7-member Board of Directors overseeing 5 committees. Visit [www.cvccai.org](http://www.cvccai.org) for further information.