

# Executive Director

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**Canadian Association of Communicators in Education**
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The Canadian Association of Communicators in Education (CACE) is a national association of professionals committed to excellence in communications in education. Our members are communications professionals working in publicly funded K12 school boards, school board associations, universities, colleges, teacher organizations, and provincial education ministries.

Students are the beneficiaries of our efforts as we support teaching and learning through effective communication strategies. Working together, CACE members increase awareness and understanding of the important management role that communicators play in education.

CACE was founded in 1984 in Winnipeg, Manitoba by a small group of communicators working in education who felt the need for a dedicated organization to establish and maintain high standards and to support the evolving landscape of communications and education across the country. The first national conference was held in 1986 in Winnipeg. After 40 years, as a bilingual organization, CACE provides professional learning, resources and network opportunities to more than 500 members across Canada. The association is supported by 10 volunteer Board of Director members, and volunteer Regional Liaisons to support local networks in Alberta/NWT, Atlantic, BC/Yukon, Manitoba, Ontario, Quebec and Saskatchewan.

It is within this context that CACE welcomes applications for the appointment of its next Executive Director. This appointment calls for a transformative leader with the drive to take CACE to its next level of achievement.

Reporting to a volunteer Board of Directors, the Executive Director will provide strategy, vision, and innovation to advance the association's mandate and support a collective vision: CACE is the best resource for educational marketing and communications professionals in Canada.

The Executive Director will help increase and define CACE's value to existing members and identify opportunities to further grow membership. The Executive Director will oversee all aspects of CACE's operations, including membership, financial management, sponsorship, event planning, advocacy, board governance, and communications.

In partnership with the Board of Directors, the Executive Director will play a key role in the implementation of a Strategic Plan. Externally, the Executive Director will represent and champion the organization and cultivate relationships across the country to strengthen and advance the association.

As the ideal candidate, you are a visionary and collaborative leader with a passion for and commitment to growing the profession by advancing every member's success. You have a minimum of five years of progressive experience, preferably within a not-for-profit organization or an education setting. You understand the dynamics of working with and supporting volunteer Board of Director members, possess financial management, sponsorship, event planning and advocacy skills, and are comfortable serving as an organizational spokesperson. You have the skills required to support and manage multiple relationships, and your exceptional communication skills inspire trust and enable you to build and sustain strong, collaborative working relationships with colleagues, members and stakeholders at all levels. You are entrepreneurial and a builder, and can operate in a smaller not-for-profit organization.

This part-time executive position requires an average commitment of approximately 60 to 80 hours per month. Operating outside a standard Monday-to-Friday, 9-to-5 framework, the role offers high scheduling flexibility. The incumbent will self-manage their hours to accommodate fluctuating workloads, cross-time-zone demands and operational needs. Remuneration is structured as a flat monthly payment based on a negotiated annual salary. While this position does not offer health benefits or an institutional pension plan, it features an autonomous time-off policy to support effective time management and role sustainability.

**Salary Range:** \$55,000 to \$80,000 commensurate with experience

**Location:** This is a remote opportunity. Candidates may reside in any location in Canada. Travel may occur on multiple occasions throughout the year.

**Timeline:** Applications will be accepted until the position is filled.

To learn more about this leadership opportunity with CACE, please submit a comprehensive resume along with a cover letter in confidence to [ed-search@cace-acace.org](mailto:ed-search@cace-acace.org).

CACE is an equal-opportunity employer and welcomes applications from all qualified individuals. CACE strongly encourages applications from women, Indigenous persons, racialized persons, persons with disabilities and persons of all sexual orientations and/or gender identities. Individuals are encouraged to self-identify.

All qualified candidates are encouraged to apply. Only candidates selected for an interview will receive a response. Preference will be given to Canadian citizens and permanent residents.

Candidates do not need to be bilingual, but being bilingual is considered an asset.

CACE is committed to an inclusive, accessible and welcoming hiring process that provides reasonable accommodation to all applicants. Please advise should you require any accommodation to participate in this posting, recruitment, selection and/or assessment processes.

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