



**Executive Director, Center for
Special Needs**

The American College of Financial
Services

Remote/King of Prussia, PA | Fall 2021

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BOSTON | NEW YORK

The American College of Financial Services seeks an innovative, dynamic, and visionary leader to serve as Executive Director of The College's Center for Special Needs

About The American College of Financial Services

Founded in 1927, The American College of Financial Services (The College) is a regionally accredited nonprofit higher education institution located in King of Prussia, Pennsylvania. With an authentic and unique focus on mission-minded work, The College supports the financial services industry through professional education, graduate studies, relevant research, and customized learning solutions.



Over the decades, The College has become a leader in financial services education. President and CEO George Nichols III has engaged some of the country's top financial services professionals to join the staff or to volunteer to share his vision and help ensure that The College maintains its ambitious standards of excellence. With faculty that includes some of the nation's top thought leaders in financial services, The College offers expertise that is highly sought by employers, policy makers, and students across the United States and abroad.

The College has seven Centers of Excellence led by thought leaders who work to represent the intersection of academics and the financial services industry: Economic Empowerment and Equality, Ethics in Financial Services, Retirement Income, Veterans Affairs, Women in Financial Services, and Special Needs. Each Center focuses on curricula based on current trends in financial services scholarship and practice, and partners with companies, practitioners and scholars on activities that generate meaningful, measurable outcomes. Each Center works collaboratively to provide applied financial knowledge and education, promote lifelong learning, and advocate for ethical standards for the benefit of society.

For more information about The American College of Financial Services, please visit <https://www.theamericancollege.edu/>

About the Position

The incoming Executive Director will head The College's Center for Special Needs and continue the work of elevating the knowledge of financial services professionals in the area of special needs planning. Reporting to The College's Chief Strategy and Operations Officer, the successful incumbent will function as the Center's chief ambassador in leveraging research and education to create broad awareness of financial planning for people with a disability or other special need, their parents/caregivers, and advisors (Financial Planners, Attorneys, Accountants, etc.).

The Executive Director will generate and present research findings to a wide range of stakeholders that include industry leaders, government officials, disability support organizations, nonprofits, and members of the national media. Serving as the Center's primary agent, the Executive Director's main objective is to develop a compelling brand that positions the Center as the leading authority for research, information, and educational resources in this critical area of special needs planning. Additionally, the Executive Director maintains the Center's economic sustainability through the identification of new sources of

revenue. Other duties for the Executive Director include overseeing the faculty and curriculum, maintaining the accuracy and currency of The Colleges ChSNC® (Chartered Special Needs Consultant) designation, managing a direct report, and developing new course content, where appropriate, across The College's curriculum.

The position is based in King of Prussia PA, but highly qualified candidates located on the East Coast/Mid Atlantic, and potentially the Midwest and West, will be considered for remote/hybrid arrangement.



THE AMERICAN COLLEGE

CENTER FOR SPECIAL NEEDS

Key Responsibilities

- Oversee the Center's policy development, compliance, financial management, systemic analysis, and process improvement.
- Build a brand and national network and assist with Center fundraising activities, including securing, cultivating, and maintaining relationships with donor prospects and foundations.
- Coordinate ongoing donor and stakeholder communications.
- Promote and highlight donors and partners.
- Build and assume responsibility for the content of the Center's website.
- Recruit members of the Center's Advisory Board; lead quarterly Advisory Board meetings and increase Advisory Board impact by leveraging their expertise and connections to broaden the scope and reach of the Center's work.
- Consult with the Center's Advisory Board regarding emerging topics in special needs planning and maintain ongoing communications with key stakeholders regarding the Center's activities and initiatives.
- Generate and/or oversee the development of primary research that pertains to special needs planning. Publish and/or present research findings and speak at meetings that target either the industry/trade or academic audience.
- Maintain active, current course curriculum and delivery and create new content, where appropriate, for ChSNC®, other College courses/programs, and continuing education opportunities.
- Develop and deliver special programs in the area of special needs planning for companies in the industry.
- Travel occasionally for speaking engagements and marketing support.

Key Qualifications

- An undergraduate degree or other advanced degree or equivalent combination of education and experience. A professional designation (e.g., ChSNC®) is a plus.

- Considerable experience in the financial services industry or an equivalent combination of education and experience.
- Sound strategy development, analytical, problem solving, organizational, and planning skills.
- Ability to conceptualize and oversee original research projects with practical applications.
- A deep personal commitment to the special needs community and continuing professional education.
- Experience working with and inspiring a volunteer advisory board.
- Able to lead, work effectively with, and influence peers, staff, faculty, and students.
- Excellent interpersonal, written, and verbal communications skills with the ability to communicate with and present to varied audiences, including military leaders, corporate executives, professionals, and adult learners.



The American College is an equal opportunity employer and welcomes applications from all qualified individuals. We administer all phases of employment activity without regard to race, color, national origin, religion, age, gender, sexual orientation, marital, disability, military, or veteran status. In policy and practice, we encourage diversity and provide equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job. We are committed to maintaining a welcoming and inclusive environment.

Please email your cover letter and resume in confidence to: acfs@developmentguild.com

For more information, please visit www.developmentguild.com.

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About Development Guild DDI

For 40 years, Development Guild DDI has consulted to leaders across the nonprofit spectrum. Based in Boston and New York, we have successfully collaborated with more than 650 clients nationwide in the sectors of health & science, education, environment, the arts, and social justice. We are experts in executive search and fundraising and are at the forefront of delivering best practice in these services.

With each engagement, we work in teams tailored to a client's particular needs, providing sector-specific intelligence, cross-sector insight, and hands-on functional expertise. We combine our perspective on nonprofit leadership with our knowledge and experience in both fundraising and executive search. This distinct perspective enables us to deliver the most strategic and measurable impact.

