



ARIZONA COUNCIL  
ON  
ECONOMIC EDUCATION

**Job Title: Executive Vice President**

**Classification: Full-Time, Exempt, Full Benefits**

**Reports To: President and CEO**

**Supervisory Role: Yes**

**Location: Phoenix, AZ Metro Area (Primarily Remote)**

ACEE is a statewide 501(C)(3) nonprofit organization dedicated to improving economic and financial literacy, entrepreneurship, and workforce development in Arizona. Founded in 1974, ACEE has served 2,249 public, charter, tribal, and private schools with a network of more than 10,000 K-12 teachers, annually serving more than 250,000 students in Arizona.

ACEE is a growing, mission-driven nonprofit organization with strong financials and an engaged, high-performing staff and board. In recent years, the organization has experienced significant growth in its programs, donor base, and volunteer engagement. We are seeking a self-motivated, experienced people leader with demonstrated fundraising and management expertise to partner closely with the CEO and Board of Directors to advance ACEE's mission during this exciting period of growth and impact.

ACEE has a strong academic base and affiliations with several universities and community colleges and provides proven economic education curriculum resources to schools free of charge. ACEE is affiliated with the national Council for Economic Education and collaborates with public and private partners, including the National Association of Economic Educators, the Federal Reserve Banks, and Arizona educational organizations.

## **ESSENTIAL FUNCTIONS / DUTIES / RESPONSIBILITIES**

The EVP serves as a senior executive leader responsible for advancing ACEE's mission through strategic fundraising, operational leadership, and external engagement. Reporting to the CEO and working in close partnership with the Board of Directors, the EVP plays a critical role in ensuring financial sustainability, organizational effectiveness, and statewide impact. As a member of the executive team, the EVP helps translate strategy into action



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while strengthening relationships with donors, partners, and stakeholders. The EVP is passionate about ACEE's mission to reach and teach every Arizona student to be financially and economically responsible and is expected to grow in leadership and responsibility toward a future role as President and CEO.

## **Responsibilities**

### **Fundraising**

- Provide strategic leadership and oversight for all fundraising activities to ensure sufficient and sustainable revenue to support ACEE's mission, programs, and long-term growth.
- Develop and implement a comprehensive, measurable development plan encompassing grants, corporate sponsorships, individual giving, and special events.
- Expand and diversify funding sources by enhancing traditional fundraising efforts and introducing innovative and mission-aligned giving opportunities.
- Cultivate, steward, and maintain strong relationships with foundation partners, corporate sponsors, and major individual donors.
- Research, write, submit, and manage grant proposals and reports in collaboration with ACEE program staff to ensure compliance and timely reporting.
- Anticipate, understand, and respond to donor needs to meet or exceed expectations while operating within organizational priorities and policies.
- Ensure fulfillment of all sponsorship commitments and maintain positive, long-term sponsor relationships.

### **Operations**

- Strengthen ACEE's visibility, reputation, and influence by building relationships and elevating the organization's presence across communities and statewide partners.
- Serve as a senior spokesperson and ambassador for ACEE, representing the organization with professionalism and credibility to external stakeholders and partner organizations.
- Assist the CEO in overseeing the effective and efficient utilization of organizational resources, including financial, human, and operational assets.



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- Co-lead operational, people, and financial management activities in alignment with ACEE policies, procedures, and strategic objectives.
- Foster a high-performance organizational culture that attracts, develops, motivates, and retains talented professionals.
- Support staff training and professional development to ensure organizational capacity and mission success.
- Partner with the CEO to support board development, engagement, and governance effectiveness.
- Ensure effective supporter and educator communications.
- Manage and support board committees to advance strategic priorities and long-term organizational goals.
- Lead the development of strategic programs and partnerships that support growth, innovation, and statewide impact.
- Monitor legislative and policy developments affecting economic and financial education and serve as an advocate for economic education for all students.

### **Qualifications and Requirements**

- Master's degree or equivalent in nonprofit management, business, public administration, education, finance, economics, or related discipline.
- Minimum of seven (7) years of leadership experience in nonprofit fundraising or business development in any industry, including demonstrated success securing support from foundations, businesses, and individuals.
- Minimum of ten (10) years of people and organizational leadership experience, with a proven ability to lead, supervise, develop, and retain high-performing teams.
- Demonstrated ability to develop and execute comprehensive fundraising strategies and major gifts giving campaigns that support organizational sustainability and growth.
- Growth mindset and demonstrated ability to develop a multi-year growth plan and related KPIs.
- Strong financial acumen, with experience overseeing budgets, resource allocation, and operational performance.
- Excellent communication skills, including the ability to speak, write, and present clearly and persuasively to diverse audiences.



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- Proven ability to represent an organization with professionalism, credibility, and integrity in both internal and external settings.
- High level of emotional intelligence, self-awareness, self-management and accountability.
- Strong organizational, analytical, and project management skills, with the ability to manage multiple priorities and meet deadlines in a dynamic environment.
- Technologically proficient, with regular, hands-on experience using Microsoft Office Suite, AI tools, social media platforms, and nonprofit fundraising or donor-management systems.
- Well-established professional reputation and relationships within the local, regional, and/or national nonprofit, education, or philanthropic community.
- Experience working with or supporting a board of directors, including board committees and governance processes.
- Entrepreneurial mindset with a sense of urgency and willingness to innovate, take thoughtful risks, and embrace critically the multiple paths to achieving results.
- Strong personal brand that positively reflects the organization's mission and public presence.
- Experience building strategic partnerships and collaborations that advance mission impact and visibility.

### **Preferred Qualifications**

- Knowledge of or experience in economic education, financial literacy, workforce development, or education-focused nonprofits.
- Demonstrates a strong understanding of the big picture of economics and mastery of economic ways of thinking.
- Strong knowledge of finance and economics.
- Familiarity with public policy or advocacy related to education, workforce, or economic development.
- Arizona resident with strong knowledge of the state's demographic, philanthropic, and educational landscape.
- Expertise in Arizona's education systems, supported by strong, established statewide relationships.



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## **WORK ENVIRONMENT**

The EVP will work primarily remotely and offsite and be required at the ACEE office as needed. Workdays and time may depend on the programs schedule which may occur outside of 8am to 4pm Monday to Friday. The ACEE work environment is innovative. It is suitable for individuals with a passion and desire to demonstrate results, entrepreneurship, and continuous improvement of skills to make a difference in financial literacy, economics, and entrepreneurship education to improve lives. In-person presence at events and meetings is essential to the success of this role.

## **Physical Demands**

While performing the duties of this job, the individual is occasionally required to stand and is regularly required to walk, reach with hands and arms. The individual is frequently required to sit, use hands-to-finger, handle or feel, talk, and hear. The individual may lift and/or move up to 25 pounds. Specific vision abilities required by this job include close and distance vision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **COMPENSATION AND BENEFITS**

Compensation and benefits for this full-time role will be competitive with educational non-profits of similar size. There are 12 to 17 paid days off depending on tenure plus 11 paid public holidays. Additional benefits include monthly cell phone stipend, medical expense reimbursement, professional development and business travel reimbursement, short-term disability and life insurance, and performance-based bonus.

**Base Salary Range \$95K - \$120K.**

**To apply, please email your resume to [elenazee@azecon.org](mailto:elenazee@azecon.org).**