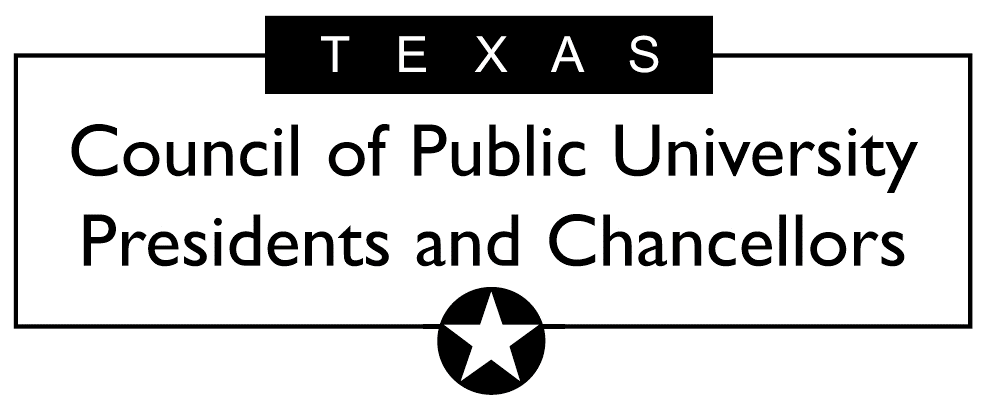
­­­

NATIONAL SEARCH

PROSPECTUS

**Error! Filename not specified.­­**  **Error! Filename not specified.**

**Executive Director**

**(CEO-Caliber Scope)**

Anthem Executive | Anthem AcademicsAnthemExecutive.com | AnthemAcademics.com

**THE OPPORTUNITY**

**Lead The Room Where Texas Higher‑Ed Aligns**

The Council of Public University Presidents & Chancellors (CPUPC – pronounced “See Pup See”) is the statewide, nonpartisan membership organization that brings together all the presidents and chancellors of Texas’ public universities and university systems. CPUPC convenes leaders to share insights, compare approaches, and coordinate on issues that affect the sector. The Council also serves as a trusted, apolitical hub for timely summaries of activity at the Texas Higher Education Coordinating Board (THECB) and in the Legislature, and it hosts high-value programs in partnership with peer organizations across the Texas higher education landscape.

This is a CEO-caliber, one-person executive role at the epicenter of Texas higher education—designing can’t-miss CEO convenings, turning policy complexity into crisp, trusted guidance.

**Why This Leadership Role Now**

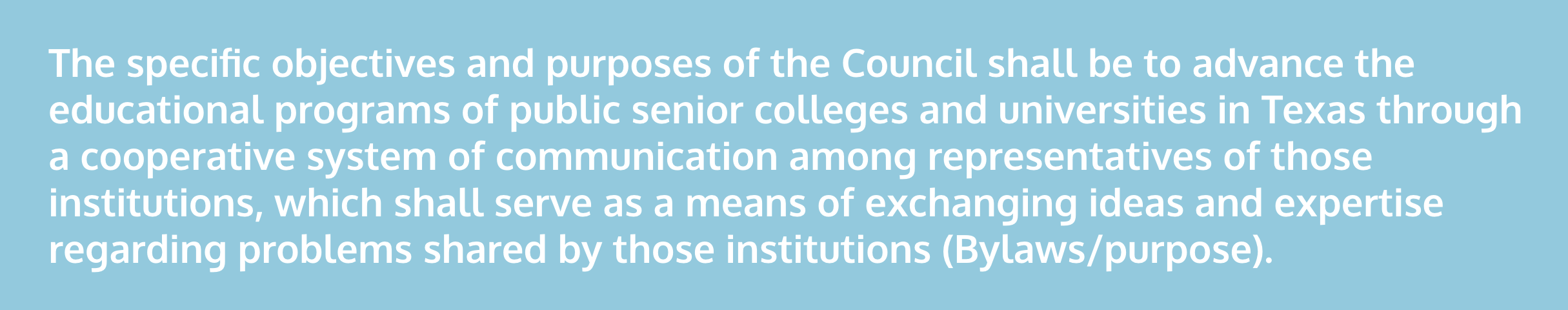
* Mandate to transform: CEOs voted to keep CPUPC and elevate its value—your charter is to reset relevance and rebuild prominence.
* Not lobbying: A neutral, CEO‑focused convening and insight engine—not Governmental Relations GR).
* From “was” to “will be”: Recasting CPUPC into the trusted hub leaders rely on for alignment, clarity, and speed.

A flag on a pole

AI-generated content may be incorrect.CPUPC seeks a catalytic, trusted convener as its next Executive Director (ED). This executive role (no direct reports) blends external leadership and member engagement with light but essential association operations. The ED will elevate CPUPC’s relevance, rebuild a high-value meeting cadence, and re-energize participation—especially among chancellors—while continuing to provide crisp, actionable digests from THECB and other venues. The successful candidate will possess the poise and judgment to work comfortably with system heads and campus presidents, while being hands-on with the logistics and administration required in a lean organization.

**Location:** Austin, Texas area (hybrid/remote without a dedicated office; regular in-person presence in Austin is required).

**Reports to:** CPUPC Board Chair and Board Executive Committee



**KEY ATTRACTORS TO THE ROLE**

* **Unmatched access & influence** – Direct, regular engagement with **every Texas public university president and chancellor**; you convene the room where alignment happens across systems.
* **Founder-like autonomy** – A **one-person executive role** with real latitude to **reset and elevate** the agenda, cadence, and value proposition of the Council.
* A person in a graduation cap blowing confetti

  AI-generated content may be incorrect.**Statewide impact on urgent issues** – Shape how leaders tackle high-stakes topics (board/governance dynamics, policy compliance, enrollment/finance shocks) through **can’t-miss convenings and practical toolkits.**
* **Neutral, trusted platform (no Governmental Relations)** – Operate **strictly nonpartisan**, collaborating across systems **without lobbying obligations**, which opens doors and builds trust.
* **Career-capital rocket** – High-visibility work seen by the most influential figures in Texas higher ed.
* **Immediate platforms for quick wins** – Inherit signature programs THECB digests, Enrollment Management meetings, Distinguished Service Award luncheon) to **show value fast** while you build the new model.
* **Quality-of-life + stability** – Austin-based hybrid role, modest in-state travel, lean bureaucracy, and employment/benefits administered via UNT with **Texas Retirement System eligibility**.

**THE POSITION**

**Key Responsibilities**

**Strategic Leadership & Member Value (≈40%)**

**Wins You’ll Point To:**

* Can’t‑miss CEO convenings that leaders prioritize and reference.
* Rapid clarity briefs that translate state/federal shifts into what to do next.
* CPUPC’s prominence reset with presidents and chancellors.

**How:**

* Reposition and elevate CPUPC’s value proposition in collaboration with the Chair and Executive Committee; lead a light-weight strategic planning process with near-term, measurable goals.
* Curate high-impact programming around issues “front of mind and front of heart” for Texas presidents and chancellors (e.g., governance/board dynamics, compliance shifts, federal and state policy changes, finance/enrollment trends).
* Re-engage and convene chancellors; coordinate periodic chancellors-only conversations and, where appropriate, linked sessions with presidents to carry insights system-wide.
* Maintain a strictly nonpartisan posture. This role is not a lobbying/GR function; systems and institutions own their GR work.

**Convening & Communications (≈30%)**

* Plan and execute quarterly CPUPC meetings (in person preferred when value warrants) aligned to THECB calendars; design agendas that presidents and chancellors prioritize.
* Produce timely, concise information products: action-oriented digests from THECB committee and board meetings; relevant federal/agency developments; and clear “why this matters/what’s next” summaries.
* Support standing subgroups (e.g., Enrollment Management winter/summer two-day meetings; monthly Honors Colleges leaders’ call) with agendas, speakers, and follow-ups that focus on practical implementation.
* Coordinate signature collaborations, including:
  + Texas Higher Education Distinguished Service Award luncheon (with Independent Colleges and Universities of Texas and Texas Association of Community Colleges) each January.
  + Undergraduate Research Day at the Capitol (biennial, during legislative sessions).
* Represent CPUPC with professionalism to member leaders, THECB staff/commissioner’s office, peer associations, and invited experts.

**Operations & Governance (≈30%)**

* Serve as the organization’s sole staff member; manage day-to-day operations with excellence and discretion.
* Board support: prepare agendas, briefing materials, speaking notes for officers; record minutes; track follow-ups; steward elections and bylaws updates.
* Membership & budget: manage dues invoicing/collections on a tiered schedule; maintain the budget; prepare clear financial reports; coordinate the annual book review/audit and tax filings with the CPA.
* Finance systems: maintain accurate records (e.g., Quicken or equivalent) and ensure bank feeds reconcile; monitor cash flow; sustain a prudent reserve.
* A person writing in a book

  AI-generated content may be incorrect.Vendor/partner management: coordinate venues, technology, and basic website/CMS updates; maintain email lists and distribution groups.
* Compliance & fiscal agent relationship: maintain good standing with the Secretary of State (e.g., registered agent updates) and steward the services agreement under which payroll/benefits are administered through the University of North Texas (UNT). Track renewal timelines (e.g., current three-year agreement cycle) and prepare materials for timely extension/renewal.

**Top Leadership Opportunities**

* **Re-ignite a high trust**
* **Chancellors & Presidents forum.**
* **Stand up a “Rapid Brief + Deep Dive” content engine.**
* **Create shared implementation toolkits for Texas-specific mandates.**
* **Rebalance the portfolio to core presidential value.**
* **Stabilize and strengthen the business model.**
* **Modernize the operating backbone.**
* **Secure the UNT grant renewal**

**Candidate Profile**

**Essential Qualifications**

* Bachelor’s degree required; advanced degree preferred (e.g., higher education, public administration, law, policy, or related).
* 3-5+ years of progressively responsible experience across higher education administration, system/association leadership, public policy, or closely related roles.
* Demonstrated success convening senior executives around consequential topics and producing tangible outcomes (decisions, frameworks, shared guidance).
* Executive presence and impeccable judgment; able to “read the room,” protect confidentiality, and earn trust with chancellors and presidents.
* Outstanding written communication - especially in crafting short, timely digests and board-quality briefing materials.
* Hands-on operational skill in a lean setting: budget management (basic accounting/Quicken or equivalent), dues/membership administration, simple website/CMS updates, and event logistics.
* A person wearing goggles and holding a tube

  AI-generated content may be incorrect.A group of people in red scrubs

  AI-generated content may be incorrect.Familiarity with Texas higher education (or a fast learner with analogous state-level experience) and the role of THECB; understands legislative/agency processes sufficient to discern what leaders need to know (without engaging in GR).

**Preferred Experience & Attributes**

* Service as a senior leader in a university, system, coordinating/agency, or higher-ed association; Texas experience strongly preferred.
* Prior board/committee support experience (agenda-setting, briefing, minutes, follow-through).
* Program/content curation that attracts executive attendance.
* High Emotional Intelligence; low-ego collaborator; comfortable in a nonpartisan, apolitical convening role.
* Self-starter who thrives as a one-person team, with excellent organization, accuracy, and follow-through.
* Technical proficiency with MS 365/Google Workspace, Zoom, basic CMS/website editing, and finance tools.

**Personality Traits and Characteristics:**

* **High integrity & discretion**; trusted with sensitive, confidential discussions.
* **Executive presence with humility**; calm, steady, and credible with presidents/chancellors.
* **Nonpartisan temperament**; instinctively neutral and fair-minded—separates convening from advocacy.
* **High emotional intelligence**; empathetic listener who builds trust quickly across systems and viewpoints.
* **Diplomatic yet assertive**; can nudge busy leaders, set guardrails, and make the important ask respectfully.
* **Relationship-oriented**; natural coalition-builder who enjoys connecting people and sustaining cadence.
* **Service- and outcome-oriented**; bias to action, follow-through, and tangible value for members.
* **Curious and discerning**; separates signal from noise and frames issues crisply.
* **Resilient and unflappable**; handles sensitive issues and scrutiny with composure.
* **Organized and reliable**; strong personal discipline, checklists, and ownership mindset.
* **Adaptable and resourceful**; thrives as a one-person shop, prioritizes well, and finds workable solutions.
* **Clear, concise communicator**; timely, board-quality writing and speaking.
* **In-person convening bias**; values face-to-face engagement and shows hospitality.
* **Ethical steward**; prudent with funds, transparent with process, accountable to the membership.
* **Texas-savvy or a very fast study**; respects the state’s higher-ed dynamics and culture.

**Compensation & Employment**

* Competitive salary commensurate with experience; anticipated base range $120,000–$150,000.
* Position is benefits-eligible and paid through UNT (CPUPC’s fiscal agent), including eligibility for the Teacher Retirement System of Texas (TRS), subject to applicable policies.

**NOMINATIONS & APPLICATIONS**

**Ready to lead where Texas higher‑ed aligns?**

The Search Committee invites letters of interest and nominations to be submitted directly to the search firm Anthem Executive. Correspondence should include a curriculum vitae and a letter of interest describing relevant experience and interest in the position. Submit materials to Scott Watson, Mike “J.R.” Wheless, Michael Ballew, or Florene Stawowy at:

[ExecutiveDirectorCPUPCE@AnthemExecutive.com](mailto:ExecutiveDirectorCPUPCE@AnthemExecutive.com)



AnthemExecutive.com

AnthemAcademics.com

**About Anthem** Based in Houston, Anthem Executive, and Anthem Academics - the higher-ed division of Anthem Executive - applies a nationally recognized search methodology to chancellor, president, provost, and academic/operational searches. Our team blends deep higher-ed expertise with Fortune 100, nonprofit, government, and foundation experience to deliver transformative leaders.

A group of people playing violin

AI-generated content may be incorrect.

CPUPC and its fiscal agent are equal opportunity employers. All qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or any other protected status. Reasonable accommodations are available upon request.