

# NJCA Executive Director – Washington, D.C.

The Executive Director is responsible for the successful leadership and management of the Association according to the strategic direction set by the Association's Board of Directors.

**Reporting directly to the NJCA Board of Directors, the Executive Director will:**

## **Leadership**

- Collaborate with the NJCA Board and Operators Advisory Committee to create a vision and strategic plan to guide the Association and influence Congress, funders, and other key stakeholders
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the Association
- Act as a professional advisor to the Board of Directors on all aspects of the Association's activities
- Work effectively with the Board of Directors, staff, members of the Association
- Act as a spokesperson for the Association both proactively and in response to media inquiries, etc.
- Conduct official correspondence on behalf of the Association as appropriate
- Represent the organization at community activities to enhance the Association's community profile
- Coordinate the alignment of the Association's goals with the organization's Operators Advisory Committee and Governmental Affairs Committee
- Develop and promote consensus among all Association members
- Grow Association membership
- Communicate NJCA activities, initiatives, and results regularly to NJCA membership at the corporate and center level

## **Operational Planning and Management**

- Oversee the efficient and effective day-to-day operations of the Association
- Draft policies for the approval of the Board and prepare procedures to implement Association policies; review existing policies on an annual basis and recommend changes to the Board as appropriate
- Ensure that personnel, client, member, and volunteer files are securely stored and privacy/confidentiality is maintained
- Provide support to the Board by preparing meeting agendas and supporting materials

- Coordinate Association's Operators Advisory Committee meetings and agenda with committee chair
- Coordinate successful Association conferences as determined by the Board of Directors

#### **Public Policy/Governmental Affairs Leadership and Relationship Building**

- Develop a collaborative working relationship with the Department of Labor/Education and Training Administration/National Office of Job Corps key officials
- Develop a collaborative working relationship with key congressional members, authorizing members, appropriations members, and ranking members
- Increase the base of bi-partisan congressional support of Job Corps and increase the membership of the Congressional Job Corps Coalition
- Communicate key Job Corps program results, successes, and initiatives with members of Congress and key stakeholders
- Develop and initiate in coordination with the Board and Operators Advisory Committee a strategy to increase Job Corps funding

#### **Human Resources Planning and Management**

- In coordination with the Board, determine staffing requirements for Association management and program delivery
- Oversee the implementation of human resources policies, procedures, and practices including the development of job descriptions for all staff
- Establish a positive, healthy, and safe work environment in accordance with all appropriate legislation and regulations
- Recruit, interview, and select staff that have the right technical and personal abilities to help further the Association's mission
- Recruit, oversee, and manage all consultant relationships for the Association
- Ensure all staff receive an orientation of the Association and that appropriate training is provided
- Implement a performance-management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review
- Coach, mentor, and provide corrective action to staff as appropriate to improve performance

#### **Financial Management**

- Work with staff and the Board (finance committee) to prepare a comprehensive budget
- Grow revenues/membership to secure adequate funding for the operation of the Association
- Research new funding sources and oversee the development of fundraising efforts
- Approve expenditures within the authority delegated by the Board
- Ensure sound bookkeeping and accounting procedures

- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the Association
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the Association
- Ensure the Association complies with all legislation covering taxation and withholding payments

**Position Qualifications:**

**Required:**

- Bachelor's degree in a related field (master's degree preferred)
- 5 or more years of related experience
- Excellent oral and written communication skills
- Financial management experience
- Project management experience

**Preferred:**

- Knowledge of transformational leadership and management principles as they relate to nonprofit/voluntary organizations (highly preferred)
- Knowledge of all federal and provincial legislation applicable to voluntary sector organizations including: employment standards, human rights, occupational health and safety, charities, taxation, health coverage, etc. (highly preferred)
- Knowledge of federal governmental affairs

**Qualified applicants may submit resume to:**

**[Misty.Sixbey@rescare.com](mailto:Misty.Sixbey@rescare.com)**