#### **A picture containing text  Description automatically generatedNational Association of Pretrial Services Agencies**

**601 Pennsylvania Avenue, NW, Suite 985**

**Washington, DC 20004**

# POSITION DESCRIPTION

# EXECUTIVE DIRECTOR

The National Association of Pretrial Services Agencies (NAPSA) is the national member association for pretrial practitioners. Its mission is to promote pretrial justice and public safety through rational pretrial decision making and practices informed by evidence. NAPSA’s core values include:

* learning;
* transparency and open communications;
* objective standards;
* collaboration;
* dignity;
* respect; and
* professional integrity.

NAPSA’s core functions include:

* maintaining standards for the pretrial release and pretrial diversion fields;
* educating practitioners;
* hosting an annual conference and training institute;
* providing individual practitioner certification and pretrial agency accreditation; and
* providing short-term training and technical assistance to jurisdictions and Association members by request.

NAPSA is committed to diversity, equity, and inclusion and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

The Executive Director (ED) executes NAPSA’s bylaws and policies and the directives of the NAPSA Board of Directors. The ED oversees the Association’s day-to-day operations under each core function area and supports NAPSA’s Board of Directors, Executive Committee, Standing and Ad Hoc Committees, and Membership. The ED also manages the work of NAPSA’s contractors and activities under grants and awards. Finally, the ED leads NAPSA’s strategic vision and collaborates with Association leadership to implement strategic plans for future development and relationships with stakeholders.

The Executive Director reports directly to the Board of Directors.

## Roles and Responsibilities

The ED’s scope of work includes:

1. Administer the Association’s day-to-day business as assigned by the Board:
2. Work with the Board to develop and implement strategic priorities and plans, while ensuring that activities are fully aligned with the Board’s strategic priorities and plans;
3. Work with the President, coordinating regular informational messaging to the NAPSA membership, with corresponding updates to the NAPSA website;
4. Ensure that all NAPSA contractors have contracts outlining specific roles and functions.
5. Manage NAPSA’s consulting contracts, ensuring promptness and quality of consultant work and work products;
6. Maintain a dedicated NAPSA phone number and voice mailbox and respond to all messages received within three business days;
7. Maintain dedicated NAPSA, NAPSA Board member, and Executive Director e-mail addresses at the “napsa.org” extension and respond to all messages received at the NAPSA and Executive Director addresses within three business days;
8. Process requests for technical assistance with the NAPSA President within three business days of the request;
9. Direct all project operations, staff, and individual projects;
10. Regularly conduct electronic surveys of NAPSA members for feedback and input about NAPSA services, products and positions;
11. Other duties and responsibilities consistent with the ED’s role and as assigned by the Board.
12. Support NAPSA, the Board, the Executive Committee and standing and ad hoc Committees:
13. Provide meeting room arrangements for Board meetings and notify Board members of future meeting dates;
14. Solicit agenda items and prepare final agenda for Board meetings;
15. Ensure transcription of Board meeting minutes, with distribution to the NAPSA Secretary within fifteen (15) days of the meeting;
16. Solicit and prepare written reports and other materials for Board meetings and distribute materials to Board members within two weeks of the meeting;
17. Work with Standing and Ad Hoc Committees and Advisory Groups to identify staff support required for each Committee and Advisory Group’s mission critical work;
18. Report to the membership at each business meeting on the status of the organization, membership, projects and other relevant information;
19. Report at regular meetings of the Board on projects, operations and activities, and recommendations related to the future direction of the organization;
20. Develop an annual budget for review and approval by the Board; ensure that expenditures are within the budgeted amounts; and prepare budget revisions as needed throughout the year;
21. Manage financial functions; act as an effective steward of the organization's resources, within established budget guidelines according to applicable laws and regulations and fiscal standards.
22. Oversee all aspects of elections of NAPSA Board members as outlined by the NAPSA Bylaws:
23. Maintain full and accurate NAPSA membership databases, including current members in good standing and regional members.
24. Ensure the timely announcement to NAPSA membership of all annual open Board positions;
25. Post a list of qualified position candidates to the NAPSA membership via the napsa.org website and email to membership;
26. Provide candidates space on the napsa.org website to announce their candidacies;
27. Provide electronic ballots to all eligible membership voters within fifteen (15) days of the NAPSA Annual Business Meeting;
28. Tabulate ballot results and report final election results to the NAPSA membership within ten (10) days of the end of balloting;
29. Onboard new Board members;
30. Notify the Board when vacancies must be filled by appointment by the Board.
31. Represent NAPSA with other associations and groups, Federal and local entities and private organizations:
32. Lead all communications with funding agencies and foundations;
33. Lead all communications and work with partners – related organizations, private entities and jurisdictional representatives;
34. Represent NAPSA to Federal, State and local agencies, legislatures, professional organizations and private citizens and organizations through correspondence, networking and informational services;
35. Represent the organization at national and local conferences, and before Federal or state governing bodies by request;
36. Establish and maintain effective, accountable, and collaborative working relationships with other organizations.
37. Lead the Association’s efforts to expand membership and financial resources:
38. Develop agreements with other organizations that serve as collaborative partners, resource providers, or referral agencies;
39. Oversee fundraising planning and implementation, including identifying resource requirements, researching funding sources and grant opportunities, establishing strategies for approaching funders, submitting proposals and administering all grant funds received according to the required grant conditions;
40. Develop and implement strategies to increase Individual and Corporate NAPSA memberships. These efforts will be coordinated through the guidance of the Executive Committee and Committees or individuals identified by the Executive Committee and include targeting particular audiences and recommending action plans for each effort.

## Compensation

The ED will receive a benefit package that includes:

1. The Employer portion of F.I.C.A: 403b match (@ 3% of salary):
2. Retirement Contribution (@ 10% of salary);
3. Medical, Dental and Vision (@ 100% of premium for the Executive Director and @ 80% of premium for family coverage);
4. Long-Term Disability;
5. Short-term Disability;
6. Group life insurance;
7. Vacation and sick leave up to six (6) weeks annually; and
8. Federal Unemployment and State Unemployment.

NAPSA reserves the right to modify the benefits plan.

## Qualifications

1. Five (5) years or more experience in managing a member association or nonprofit agency or similar experience.
2. A Bachelor’s or Master’s Degree in criminal justice, business management, or related field.
3. Experience with grants management, fiscal control, and fund raising.
4. Excellent oral and written communications skills.
5. Ability to collaborate with criminal justice stakeholders.
6. Strong skills in managing projects, contracts, and committee tasks and schedules.
7. Experience in conference planning.