

## **EXECUTIVE DIRECTOR**

### **NATIONAL ASSOCIATION OF PROSECUTOR COORDINATORS (NAPC)**

**Application Deadline: 9/30/18**

The National Association of Prosecutor Coordinators (NAPC) seeks an Executive Director. NAPC is the only national professional association of prosecutor coordinators in the country and consists of 50 member states. NAPC's stated mission is "To provide a forum for the exchange of ideas and information and the development of programs and services for the mutual benefit of prosecutor coordinators and prosecutors." NAPC's core vision is "To equip and enhance the effectiveness of America's prosecutors."

#### **DUTIES OF THE EXECUTIVE DIRECTOR:**

In addition to such other duties as may be assigned from time to time to the Executive Director by the Executive Committee, or the Board of Directors, the duties of the Executive Director shall include:

- Maintaining the records and files of the association and handling all its general correspondence;
- Coordinating and facilitating communication between governmental organizations, allied professionals and other associations and NAPC members;
- Performing all duties required as the agent of the Board of Directors essential to conducting the business of the association;
- Advising the Board of Directors or any NAPC committees in the necessary conduct of their Board or committee business and assisting in the preparation of any reports generated by the Board or any NAPC committee;
- Managing all of NAPC's financial duties including bookkeeping, bank accounts and paying bills;
- Overseeing and managing all NAPC tax obligations;
- Hiring and supervising a part-time administrative assistant;
- Encouraging and maintaining full association membership and participation;
- Processing and collecting all member assessments on behalf of NAPC;
- Managing and overseeing the NAPC/NHTSA cooperative agreement;
- Overseeing all NAPC programs, grants and initiatives;
- Cultivating, applying for and administering new grant projects;
- Preparing and maintaining annual and monthly budget and statement of financial position documents and proposals for the Board;
- Managing all NAPC investment funds;
- Coordinating, planning and managing the bi-annual NAPC membership meetings;
- Acting as the non-voting Secretary for the NAPC board;
- Maintaining, updating and regularly distributing NAPC membership roster and mailing list;
- Maintaining, updating and regularly evolve the NAPC website and other social media platforms;
- Being accountable to the Board of Directors for the performance of all duties;
- Willingness and ability to undertake significant travel obligations on behalf of NAPC.

#### **SKILLS REQUIRED:**

The ideal candidate for the Executive Director position will possess:

- A high degree of energy and self-initiative;
- Exceptional organizational skills;
- Prior experience in developing, implementing and evaluating an organizational strategic plan;

- Strong interpersonal skills and the ability to forge and foster important working relationships and partnerships with members and other entities on behalf of NAPC;
- Superior oral and written communication and advocacy skills;
- The ability to work effectively with and through all formats of media and to actively monitor national media items relating to prosecution;
- The ability to identify and strategize regarding new trends and issues impacting prosecutors and NAPC membership;
- A record of executive leadership and successful management of a public office, an association or other professional organization;
- Demonstrated experience managing a significant budget for an office or agency;
- Prior experience in soliciting, managing and overseeing federal and state grants;
- Experience in public policy development and legislation;
- Familiarity in providing continuing legal education development and training for attorneys;
- Knowledge of the legal and ethical duties of prosecutors;
- Experience working with both civil and criminal procedure issues is desirable;
- Experience as a prosecutor or prior work with or on behalf of prosecutors is desirable;
- Experience working with or for an active Board of Directors;
- The ability to seek and identify opportunities to expand NAPC's brand.

#### **EDUCATION AND QUALIFICATIONS:**

- Bachelor's degree from an accredited college or university, and EITHER:
  - A Juris Doctor degree from an accredited law school and bar admission for at least ten years with at least five years of practice in criminal law, OR;
  - At least ten years of organizational or public office management experience in the criminal justice field.
- Employment is expressly contingent upon completing a NCIC/NCJIS background check and a fingerprint criminal justice history check with any results required to meet the approval of the Board of Directors.

#### **COMPENSATION:**

- \$85,000 - \$100,000 – Independent Contractor arrangement envisioned;
- No fringe benefits;
- All NAPC approved travel expenses paid;
- Work remotely/from home office.

#### **APPLICATION PROCESS AND DEADLINES:**

Send letter of interest and resume and up to three letters of reference electronically to:

NAPC Hiring Committee

C/O Cammie Wyatt – [cwyat@ago.state.ms.us](mailto:cwyat@ago.state.ms.us)

**DEADLINE FOR SUBMISSIONS: September 30, 2018**

Applications will be reviewed and the final candidates will be invited to appear in St. Louis, Missouri in late October for further interviews.

**START DATE: January 1, 2019\***

\*The new Director will be invited and expected to attend NAPC Board meeting in Phoenix Arizona Dec 3-5, 2018 at NAPC expense to facilitate the transition from the outgoing Director to the new one.