



POSITION ANNOUNCEMENT

# CHIEF EXECUTIVE OFFICER

## JUNIOR STATE OF AMERICA



# JUNIOR STATE OF AMERICA (JSA) CHIEF EXECUTIVE OFFICER

JSA is looking for an experienced and dedicated chief executive officer leading a team of 12 professional staff with an effective business strategy for the \$3 million organization serving over 3,000 students across 300 high school chapters nationwide. The ideal candidate will assume responsibility for organization staff, oversee program initiatives, and elevate the organization's financial and operational performance to rebound from pandemic era levels. An ideal candidate will be a visionary leader who can inspire and motivate key stakeholders while tapping into a nimble entrepreneurial spirit to develop programs that engage today's youth and spark growth across all programs.

Associated responsibilities include carrying out policies and procedures, managing overall operations, including personnel supervision and administration, hands-on daily financial management, monthly, quarterly, and annual reporting, building the annual budget and coordinating the annual audit. The CEO plays a key role in Board engagement and organization development, in executing the goals of the organization as set forth in the strategic plan, and in carrying out its mission. The CEO reports directly to and works collaboratively with the JSA Board of Directors.



## **Mission**

Junior State of America (JSA), a student-led organization, prepares a diverse community of high school students to participate effectively in our democracy.

Leading with values of Bridging, Inclusion, Democracy, Leadership and being Student-led, JSA instills values of open dialogue and respect, creating generations of engaged citizens.

## **Programs**

JSA's school-year and summer programs for high school students are designed to create unforgettable hands-on experiences and lifelong connections. Junior State of America is the starting point for lifelong engagement with the key issues that impact our lives at the local and national level. More detailed information on high school-based chapter programs, school year conventions, residential summer programs and our 95-year history can be found on our website, [jsa.org](https://www.jsa.org).

# POSITION RESPONSIBILITIES & ESSENTIAL FUNCTIONS

## Operational, Financial, Staff and Program Management

- Recruit, nurture and challenge a highly qualified and motivated professional staff; delegate specific responsibilities with appropriate authority and establish accountability; foster open communications.
- Report to the Board of Directors regularly on key information including the financial health of the organization, updates on fundraising progress, and the financial results relative to budget, liquidity, and cash flow. Provide reporting as required to keep the Board appropriately informed of any significant change in financial or operational status.
- Manage the day-to-day operations of the Organization including aligning the responsibilities of staff and student-leaders to increase efficiency, as well as overseeing legal and contractual obligations.
- Expand the Organization's capacity to develop high-quality, standards-aligned civic education programs to a diverse range of students. Reimagining digital-age programming.
- Overall responsibility for the budgeting process and, through management of the senior accounting person, ensuring the accuracy and timeliness of all financial and accounting aspects including: annual financial audit, tax filings, maintenance of financial records, statutory requirements, day-to-day accounting, cash flow and internal controls.
- Ensure effective use of IT tools and infrastructure; oversee management of data – developing the means to leverage data and IT tools in program execution, marketing, alumni relations and development.
- Oversee comprehensive marketing strategies and tactics; exploring new marketing strategies to reach students, parents, teachers and alumni in the digital age.
- Collaborate with the Board to create, refine, and implement the strategic plan while ensuring that the budget, staff, and priorities are aligned with JSA's core mission.
- Create and evaluate measurable long- and short-term goals and objectives. Establish and implement effective decision-making processes and procedures that will enable JSA in achieving these goals.

## Strengthen Infrastructure Operations

- Right-size the expense side of the Organization to match the student members we currently serve and provide realistic and cost-effective school year and summer programming.
- Develop and implement effective marketing and outreach strategies to increase chapter numbers as well as student engagement at school-year and summer programs.
- Ensure the delivery of high-quality programming while managing for current and future growth.
- Create and promote a positive, inclusive work environment that supports consistency throughout the organization's strategy and operational methods.
- Strengthen the delivery of programs through new and existing partnerships.

## Leadership

- Provide vision and leadership to the Board and staff, ensuring that the organizational values of collaboration, cooperation and consensus are upheld personally and fostered within the organizational culture.
- Work together with the Board and staff to implement the current strategic plan; provide regular evaluations of progress toward those goals; explore and recommend future strategic directions and initiatives.
- Work closely with the Board to ensure the development of strong Board governance; establish clear lines of communication and organizational transparency; provide well-defined opportunities for engagement; actively inform and engage the Board in issues of importance to the operations and strategy of the organization.
- Represent JSA by effectively communicating the organization's mission, vision and program priorities to staff, Board members, students, educators, donors, partners and the public at large.



## Development & Fundraising

- Be the primary external face of JSA; effectively represent the organization to the public at large and donors.
- Ensure that the Board is supported in its fund development efforts; facilitate and train the Board in advocacy for civic education and in operational fundraising.
- Actively work to raise the visibility of JSA throughout the secondary social studies community, civic education networks and broadly within political and government circles.
- Grow JSA's assets and operational endowment to support the organization's long-term sustainability.
- Assist in the preparation of grant and contract proposal budgets and reports, as appropriate.

## Preferred Qualifications

- Significant non-profit experience in leadership positions
- Master's degree or higher in a relevant discipline
- Fundamental operating understanding of functional areas: development, program development, administration and evaluation, donor and alumni relations, finance, human resources, legal, marketing, and communications
- Demonstrated record of accomplishment of successful fund-raising
- Cross-functional leadership experience
- Fully vaccinated against COVID-19

## Desired Skills

- Leading in a remote-only work environment
- Clear and thorough communication
- Strategic thinking and vision
- Financial acumen
- Adaptability to rapidly changing circumstances
- Critical thinking and problem solving
- Advocacy and public policy acumen
- Technological proficiency
- Organizational development



For immediate consideration please send your resume, cover letter, and salary requirements to: **recruitment@jsa.org**

Review of applications will begin immediately and continue on a confidential basis until an appointment is made.

## Compensation

This opportunity offers the ability to make significant impact leading and growing a nonprofit organization that provides unique civic education and leadership development programs for high school students across the nation. This career opportunity offers a salary range of \$160,000 - \$205,000, plus full benefits package that includes:

- Paid Time Off (vacation and sick time) and company paid holidays
- Medical/Dental/Vision Insurance Coverage
- Retirement plan
- Remote work opportunity

JSA has a team-oriented atmosphere that is both positive and rewarding.

JSA provides equal employment opportunities to all employees and applicants in all JSA facilities without regard to race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation in accordance with applicable federal, state and local laws.

## How to Apply