



NATIONAL ASSOCIATION OF WOMEN JUDGES

June 28, 2019

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Position: Executive Director

Location: Washington, D.C.

National Association of Women Judges

The National Association of Women Judges (NAWJ) is the leading voice for women in the judiciary. Since its formation in 1979, NAWJ has been a dynamic gathering of women and men judges who are dedicated to preserving judicial independence while increasing the number and advancement of women judges, and providing cutting edge judicial education.

NAWJ's mission is to promote the judicial role of protecting the rights of individuals under the rule of law through strong, committed, diverse judicial leadership; fairness and equality in the courts; and equal access to justice. NAWJ also forms the United States chapter of the International Association of Women Judges (IAWJ).

NAWJ was founded by two visionary women - Justice Joan Dempsey Klein and Justice Vaino Spencer – and has always been comprised of members and leaders from every racial and ethnic demographic, all ages, every geographic region and every level of court, including trial, federal, appellate, tribal and administrative judges. From NAWJ's inception, our leaders and members have always been very inclusive, and ethnically and racially diverse. NAWJ was instrumental in the passage of the original Violence Against Women Act and the creation of state and federal gender bias task forces. Among its cutting-edge programs is a robust Women in Prison project, dedicated to improving conditions, programming and reentry success rates for women in state and federal prisons. NAWJ has spearheaded many other groundbreaking programs to increase inclusiveness in the practice of law, including the Color of Justice and Mentorjet Projects. NAWJ founded the iconic Informed Voters Project, a voter education project founded and taught by judges, which includes an Emmy-winning PSA featuring Supreme Court Justice and NAWJ member Sandra Day O'Connor, "Fair and Free."

Role of the Executive Director

The Executive Director is the key management leader of NAWJ and reports to the President, Executive Committee, and Board of Directors. The Executive Director is responsible for ensuring NAWJ's consistent achievement of its mission, organizational and financial stability, legal compliance and function.

I. Professional Qualifications

A. Education

- Bachelor's degree required. Juris Doctor or other graduate degree preferred.

B. Leadership, Organizational and Administrative Experience

- Prior legal experience and management of law-related non-profit strongly preferred.
- Demonstrated commitment to and an affinity for issues affecting women and children and issues involving the justice system.
- Ability to manage complex organization efficiently.
- Attract and retain membership, increase financial resources and organize complex social and professional events, with strong attention to detail.
- Supervise, motivate and coach staff members and oversee contracts with outside vendors (currently one full-time in-house employee and contracts with the National Center for State Courts, accounting firm and conference manager).
- Ability to take initiative, identify and solve problems proactively.

C. Resource Development Expertise

- Demonstrated non-profit fundraising experience.
- Successful grant-writing experience.
- Develop and manage funding sources unique to non-profits.
- Maintain and cultivate strong donor relations.

D. Public Relations and Media Relations

- Draft and disseminate press releases.
- Develop and maintain media contacts.
- Manage use of technology and social media.

E. Communications Skills

- Excellent verbal and written skills.
- Strong inter-personal skills; ability to interface and engage with diverse donor, volunteer, staff, and professional groups in a positive and effective way.

II. General Responsibilities (including but not limited to):

A. Fundraising, Budgeting, and Implementing Financial Controls

- Responsible for budgeting and achieving annual fundraising goals.
- Carry out financial aspects of NAWJ's strategic plan and long-range financial sustainability, including: soliciting conference sponsorships, writing grants, and multi-year commitments to support the organization's mission.
- Develop and cultivate long-term relationships with the Resource Board, and other donors.

B. Organizational Management and Efficiency

- Oversee hiring and management of staff.
- Manage all vendors and contractors.
- Maintain oversight over NAWJ's media and communications.
- Handle day-to-day operations, including conference planning, national education programs, media programs, and management of committees.
- Maintain consistent communication with the President of NAWJ and close contact with the Executive Committee, Board of Directors, Resource Board, Conference Chairs, and Committee Leadership.
- Attend and support all Executive Committee and full Board meetings. Understand and execute all notes, contracts, agreements, and other instruments made and entered into and on behalf of NAWJ.

C. Mission Directed Activities

- Provide motivational and visionary leadership to ensure NAWJ's policies, procedures and activities are congruent with its mission and vision.
- Oversee annual and midyear conferences, including RFP of future sites and venues, adhering to streamlined budget, educational activity planning, liaison with regional conference planning co-chairs, and liaison with Friends Committees.
- Maintain oversight and provide administrative support for all approved national projects and programs.
- Assist in production of NAWJ's educational and scholarship programs and materials.
- Coordinate with the 14 geographic districts of NAWJ to carry out regional programming activities.
- Serve as spokesperson, in conjunction with NAWJ officers and Board members, to promote NAWJ's mission.
- Engage actively and visibly with the community and maintain close working relationships with other professional, civil and private organizations in support of the NAWJ mission.
- Travel as required based on needs of the organization.

D. Membership Development, Management and Interface

- Ensure the proper infrastructure.
- Maintain the integrity of accurate membership data, including dues and biographical information.
- Develop and implement strategy to retain existing members and increase membership.

III. Compensation:

NAWJ offers a competitive salary and comprehensive benefits package.

To Apply:

Please direct inquiries and applications by July 31, 2019, including resume, a letter of interest, and list of professional references to: NAWJexecdirectorsearch@gmail.com

In addition, please submit a written vision statement of no more than 500 words describing what unique skills, perspective and experience you would bring to NAWJ.

NAWJ is an equal opportunity employer. Applications are evaluated on the basis of job qualifications and not race, sex, color, disability, national origin, religion, creed, age, ethnicity, marital status, sexual orientation, gender expression, gender identity, citizenship or authorized alien status, or veteran status, or any other basis protected by law.