



NATIONAL ASSOCIATION OF WOMEN JUDGES

1001 Connecticut Avenue, N.W., Suite 1138, Washington, D.C. 20036

T: 202 393 0222 **W:** www.nawj.org

NATIONAL ASSOCIATION OF WOMEN JUDGES EXECUTIVE DIRECTOR

Position: **Executive Director**

Location: **Washington, DC Metropolitan Area**

The National Association of Women Judges (NAWJ) is searching for an Executive Director to be the key management leader of the organization and its national programs and to direct its day-to-day operations.

NAWJ

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.

Mission Statement: 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).

For more information, please visit www.nawj.org

ROLE OF THE EXECUTIVE DIRECTOR

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

PRIMARY RESPONSIBILITIES

(a) *Fundraising*

- Carry out financial aspects of NAWJ's strategic plan and long-range financial sustainability, including: soliciting conference sponsorships, writing grants, and facilitating multi-year commitments to support the organization's mission.



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- Identify potential new donors;
- Maintain donor lists and generate donation requests;
- Develop fundraising materials and update fundraising strategy;
- Develop and cultivate long-term relationships with the Resource Board.

(b) 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, liaising 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.
- Develop yearly operational work plans to ensure execution of strategic plan;
- Travel as required based on needs of the organization.

(c) Grants Development & Management

- Identify grant opportunities and liaise with funders;
- Oversee the proposal development process and prepare proposal documents including project budgets and budget narratives;
- Ensure project activities and expenditures comply with the grant agreement;
- Review and approve quarterly grant reports; and
- Troubleshoot grant implementation issues.

(d) Board Management

- 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.
- Create and distribute meeting agendas for all Executive Committee and full Board Meetings
- 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.
- Prepare documents for board meetings;
- Maintain governing documents; and
- Identify policy needs and make recommendations.



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(e) Administrative & Financial Management

- Manage human resources for organization, including hiring and evaluating staff, consultants, and interns. Approve timesheets and payroll;
- Maintain information technology, handle procurements, and oversee all general office needs to ensure smooth operations;
- Work closely with the Financial Consultant and Finance & Audit Committee to develop and maintain operating budget. Maintain NAWJ's operating bank accounts. Prepare monthly operating expense reports;
- Develop and implement financial and administrative policies;
- Manage vendors and contractors;
- Track and acknowledge financial donations; and
- Ensure compliance with federal, state and local legal requirements, ensuring timely filing of all required documents and any other reporting.

(f) External & Membership Outreach

- Strengthen external and internal communication and outreach efforts;
- Review and approve communication products; and
- Develop new ways to promote the NAWJ and attract new members.

MINIMUM QUALIFICATIONS

- Bachelor's Degree required. Juris Doctor or other graduate degree preferred.
- Two or more years of non-profit management experience;
- Excellent interpersonal, customer service, communication, and organizational skills;
- Excellent verbal and written skills;
- Knowledge of technology and use of social media;
- Ability to work independently and make autonomous decisions;
- Commitment to the mission and values of the NAWJ;
- Demonstrated commitment to and an affinity for issues affecting women and children and issues involving the justice system; and
- Demonstrated commitment to and affinity for issues involving diversity, equity and inclusion.

PREFERRED QUALIFICATIONS & EXPERIENCE

- Proven track record of successful fundraising, from design to implementation, from a variety of sources: government donors, foundations and charitable organizations, international institutions, individuals, corporations and other entities;
- Experience in the legal field or justice system;
- Experience in producing large conferences and smaller educational programs; and
- Association management experience.



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COMPENSATION & BENEFITS

Starting salary ranges from \$100,000 – \$120,000, commensurate with experience and skill. The NAWJ offers a generous benefit package.

HOW TO APPLY

Please submit a cover letter, resume, a written vision statement of no more than 500 words describing the skills, perspective and experience you would bring to the NAWJ, and a list of at least three references with email addresses. The proposed start date for this position would be late June, 2021, and applicants are asked to identify their potential start date in their cover letter. References will not be contacted without permission of the applicant.

Submissions should be sent to: EDSearch@nawj.org.

No phone calls, please.

Application deadline: **April 23, 2021.**

NAWJ is an equal opportunity employer and does not discriminate on the basis of sex, race, color, ethnicity, national origin, age, political affiliation, religion, disability, marital status, family responsibilities, personal appearance, sexual orientation, gender identity or expression, matriculation, or genetic information.