

POSITION VACANCY ANNOUNCEMENT

EXECUTIVE DIRECTOR

The Council for Court Excellence (CCE) seeks a dynamic executive director who can lead the organization as it continues on a positive trajectory and implements its five-year strategic plan. Highly-qualified candidates will be adept at engaging diverse constituencies and fostering leadership and collaboration among staff, volunteer leadership, and external stakeholders.

About the Council for Court Excellence

CCE is a nonprofit, nonpartisan civic organization founded in the District of Columbia in 1982. CCE's mission is to enhance the justice system in the District of Columbia to serve the public equitably. CCE identifies and proposes solutions by collaborating with diverse stakeholders to conduct research, advance policy, educate the public, and increase civic engagement. Among the substantive issues that CCE has addressed in recent years are: Juvenile justice system reform, grand and petit jury improvements, administrative adjudication, open access to electronic court records, collateral consequences of a criminal record, mental illness and the criminal justice system, and clemency and parole reform.

The Position

In 2016, CCE conducted a thorough strategic planning process, which engaged select board directors extensively, to develop organizational and program priorities for the next five years. CCE is poised to grow capacity and continue to produce high-quality work that will contribute to achieving a stronger, fairer justice system in the District of Columbia. CCE's next executive director will be a committed leader savvy in forging relationships with those who will help CCE build capacity and effect change.

The executive director has lead responsibility for raising the annual budget of slightly less than one million dollars, and for the prudent stewardship of both the organization's financial resources and its reputation as a respected independent voice in the justice system.

Along with staff, the executive director works with a large volunteer board of directors, which is engaged in all aspects of CCE's operations, including projects originating in CCE's four standing program committees (civil justice, criminal justice, youth justice, and justice education). The executive director reports directly to the board president and board chair, and works under general direction of the executive committee and the board of directors. The executive director will manage and motivate CCE's staff and volunteer leadership, and manage CCE's day-to-day affairs. The executive director will provide superior leadership and supervision in board and staff

relations, external relations, strategic planning and execution, operations, financial management, and resource development.

Key Responsibilities

- Fully engage in resource development, including identifying, cultivating, and soliciting new funding sources (law firms, businesses, individuals, foundations, government grants and contracts, and elsewhere).
- Oversee CCE's financial management, including fundraising, accounting, the annual audit, budgeting, and financial reporting.
- Work in close partnership with the board of directors, staff, and others to develop multi-year program and financial goals and plans. Set specific performance objectives to align with short and long-term goals as defined in the strategic plan. Monitor progress and adjust goals and objectives as needed.
- Manage research and educational projects of board committees including the development of findings and recommendations.
- Frame, outline, and facilitate the board's consideration of emerging justice system issues, and help board committees craft and implement discrete program strategies;
- Conduct outreach to the legal, civic, judicial, and business sectors, and beyond, to recruit individuals and groups to support CCE's mission.
- Represent CCE before the public, government officials and agencies, funding sources, the media, and elsewhere.
- Oversee CCE's operations, including employee compensation and benefits, facilities, and equipment procurement/maintenance.
- Foster a workplace environment that promotes positive employee relations and focuses on outstanding performance. Motivate and empower staff to excel.

Qualifications and Attributes

A range of skills and experience is needed to succeed as CCE's next executive director. Leadership, analytical, communications, fundraising, and capacity building skills are essential. The following characteristics will be highly valued in the selection of CCE's next executive director:

- Passion for the fair and effective administration of justice for all persons.
- Gravitas to grow an organization with an ambitious agenda.
- Refined interpersonal and relationship management skills, including the ability to work with diverse constituencies and interact appropriately with lawyers, judges, government officials, journalists, and others in a variety of settings.

- Experience working with voluntary boards and committees, and the ability to provide support to CCE's board and its committees.
- Adaptability in managing diverse administrative and programmatic tasks and viewpoints.
- Track record of identifying and securing funding from various sources.
- Track record of effective financial and organizational management.
- Comfortable in a collegial work environment with limited administrative support, which requires all staff to be self-sufficient.
- Detailed working knowledge of the justice system in the District of Columbia preferred.
- Ten years' work experience with significant nonprofit management experience.
- Advanced degree in law, public policy, or related disciplines preferred.

Compensation

Salary will be competitive and commensurate with qualifications. Benefits include:

- Employer-paid medical and life insurance
- Low-cost dental and vision insurance
- 403(b) retirement plan with generous employer contribution
- 37.5-hour work week
- 130 hours (17 days) of vacation leave; 104 hours (14 days) of sick leave
- CCE observes all federal holidays plus the day after Thanksgiving and the week between Christmas Day and New Year's Day.

To Apply

Please email, preferably as one PDF, a cover letter (with salary requirement), resume, and three references to: lawdc@mac.com. CCE will not contact references without prior notification to candidates. No phone calls please.

CCE values diversity and encourages applicants of all backgrounds. CCE complies with all applicable laws in its hiring practices.

Applications should be submitted, if possible, no later than April 13, 2018. CCE will review applications as they are received. Only candidates selected for an interview will be contacted in late April 2018. CCE expects to make a final selection by the end of May 2018 with a start date of July 1, 2018.