

POSITION OPEN - EXECUTIVE DIRECTOR

JOB DESCRIPTION

POSITION

Executive Director

SALARY

\$50 per hour, not to exceed 120 hours per year

ESSENTIAL DUTIES AND RESPONSIBILITIES

This description shows typical requirements of the job and is not intended to be all-inclusive.

- Collaborate with the Board of Directors to identify, create and implement strategies that align with the association's objectives
- Membership recruitment
- Develop partnerships with various stakeholders
- Field weekly phone calls
- Ensuring Board compliance with the association's by-laws and constitution
- Work with president on Board agenda
- Review and edit the monthly newsletter
- Oversight of NAPE website
- Assist/advise in formulation of policies
- Attend all meetings of NAPE's executive committee and Board of Directors
- Ex Officio committee member of most, if not all committees and serve as an advisor to same
- Discuss windows of opportunities with the president
- Work with Board on marketing materials
- Coordinate NAPE events at APPA conferences (contacting sponsors, communicating with hotel staff, etc.)
- Oversight of awards and nominations
- Light travel required

QUALIFICATIONS

The ideal candidate is experienced at the highest level of the industry with years of relevant knowledge that will allow them to work with executives, vendors, and other stakeholders across the nation.

- Good written and oral communication skills
- Highly focused and mission-driven
- Creative with a visionary spirit
- Ability to visualize the long-term path of the association
- Ability to promote the association's overall goals to a diverse audience
- Ability to see the big picture vision of the association's brand, values and initiatives.

COMPETENCIES

- **Effective Communication:** Presents information clearly, concisely and courteously
- **Technical Knowledge:** Demonstrates knowledge of the basic principles and practices of community supervision. Stays current on methods, practices, rules, and regulations to maintain expertise in the field. Aware of current trends and perspectives
- **Teamwork:** Works within and between teams knowledgeably and capably.
- **Taking Initiative:** Pursues opportunities to advance the association
- **Ethical Judgment:** Adheres to ethical guidelines
- **Diversity Management:** Promotes diversity and relates well to all, regardless of race, color, creed, gender, age, religion,

APPLICATION INSTRUCTIONS

Please submit a cover letter and resume to NAPE Secretariat, Vanessa Farmer, at vfarmers@shsu.edu.

QUESTIONS?

Contact NAPE Secretariat, Vanessa Farmer, at vfarmers@shsu.edu.