

JOB TITLE: Executive Director
National Black Caucus of State Legislators (NBCSL)

APPLICATION DEADLINE: April 16, 2018

FLSA STATUS: Exempt

SALARY RANGE: Commensurate with Education and Experience

REPORTS TO: President, NBCSL

LOCATION: Washington, DC

GENERAL JOB DESCRIPTION

The Executive Director coordinates and oversees the organization of the National Black Caucus of State Legislators and all of its operations, additionally providing oversight and direction to the staff, interns, and consultants. This position is responsible for the administration of all activities and services for the National Black Caucus of State Legislators. The Executive Director provides the organization with the leadership and direction to accomplish its mission, vision, goals, and objectives. The Executive Director also leads the national headquarters staff to achieve seamless, efficient and effective operational performance. This position acts as the primary spokesperson and advocates for resources for the organization program development and implementation. This position also interfaces with the National Officers and Executive Committee as needed.

QUALIFICATIONS

Skills/Abilities/Competencies

Must possess the required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required:

- Skilled in conceptualizing, developing and writing reports; use of automated equipment and applicable software systems.
- Knowledge of accounting; budget procedures and techniques.
- Demonstrated ability to supervise, evaluate and train employees to perform various tasks.
- Ability to establish and maintain an effective working relationship with the organization's employees, National Officers and membership; and the general public.
- Strong problem solving, decision-making and analytical skills.

- Excellent interpersonal and communication skills.
- Effective oral and written communication and presentation skills.
- Ability to work with diverse groups of people.
- Knowledge of applicable federal and state laws; including regulations governing various aspects of the organization's responsibilities.
- Ability to manage in a changing organization.

EDUCATION

Bachelor's degree in public administration, business administration, psychology, or related field.

EXPERIENCE

Three (3) to five (5) years of experience in a not-for-profit organization with experience in organization management, administration, and finance, budgeting, accounting and personnel administration with at least one (1) year of supervisory experience, or an equivalent combination of education and experience.

COMPUTER SKILLS

Advanced proficiency in Microsoft applications including Word, Excel, and PowerPoint.

PHYSICAL REQUIREMENTS

- Occasional lifting of objects up to 10 lbs.
- Extensive travel.

OTHER REQUIREMENTS

- Requires evening and weekend work schedules.

CRIMINAL BACKGROUND CHECK

- Pre-employment criminal background check may be required.
However, a criminal record does not automatically disqualify an applicant or employee.

PLEASE DIRECT ALL APPLICATIONS TO HR@NBCSL.ORG