



JUNIOR STATESMEN FOUNDATION

Chief Executive Officer

Position Description

THE MISSION:

The mission of the Junior State of America (JSA) and the Junior Statesmen Foundation is to strengthen American democracy by educating and preparing high school students for life-long involvement and responsible leadership in a democratic society.

In the student-run Junior State and at JSA summer schools and summer institutes, participants learn statesmanship as they engage in political discourse. They cultivate democratic leadership skills, challenge one another to think critically, advocate their own opinions, develop respect for opposing views and learn to rise above self-interest to promote the public good.

THE ORGANIZATION:

Since 1934, the nonprofit Junior Statesmen Foundation and the Junior State of America (JSA) have helped more than 500,000 student leaders acquire the knowledge and skills necessary to be active, informed and responsible citizens, voters and leaders. The organization is committed to developing a diverse cross-section of young leaders throughout the country.

During the school year, the student-run Junior State of America operates on high school campuses nationwide as an extra-curricular activity. JSA allows students to experience first-hand the drama and power of politics as well as the challenges and responsibilities of leadership. JSA chapters serve as the center of political awareness at their schools and JSA conventions bring thousands of students together to share their opinions and learn from each other. JSA and the Foundation also conduct an annual national leadership conference at the Montezuma School, the site of the organization's founding. Volunteer teacher/advisors and foundation staff support these activities. Although separate organizations, The Junior Statesmen Foundation and the Junior State of America work in close collaboration, on a daily basis, to achieve their common goals.

Every summer, the foundation conducts college-level summer schools on the campuses of Georgetown, Princeton and Stanford universities, as well offering the Summer Diplomat Program at Capital Normal University in Beijing, China. These programs offer a rigorous curriculum that includes advanced courses in government, politics, history and public speaking. The foundation also conducts institutes that offer advanced study of national issues and state and local government. The organization's speakers' programs, a highlight of the summer programs, allow students to engage elected officials, public administrators, representatives from the media, lobbyists and civic and business leaders in lively dialogues about the public policy issues facing this nation.

What makes JSA unique is that students organize every aspect of the organization, from the chapter level to state and national administration. JSA's student leaders, elected by their fellow



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JSA members, plan and execute all of the conventions, conferences and political-awareness events held by JSA. JSA allows for an exchange of ideas through stimulating student debates, thought talks, problem solving and a variety of simulations.

THE OPPORTUNITY:

JSA is seeking a CEO to join its dedicated staff and students to guide the organization toward a future of further sustainability and growth. The CEO will have the opportunity to lead the organization during a critical time in its history to help strengthen and position the JSA for greater impact. Building on the 80-year history of the organization and its alumni base of more than 500,000, JSA is poised to embark on a strategic planning process to take the institution to a new level.

RESPONSIBILITIES OF THE POSITION:

The Chief Executive Officer (CEO) is responsible for the overall successful operation and performance of Junior State of America and the Junior Statesmen Foundation. This includes working with the board to create a five-year strategic plan for the organization's future and successfully implementing that plan. While serving as the external face of the organization, the CEO also oversees the running of day-to-day operations of JSA. The CEO must ensure that all necessary financial and human resources are available to successfully execute the organization's mission, goals and programs.

Specific Responsibilities Include:

Strategic Planning

- Leads the process, with JSA's board, of the organization's Strategic Plan to advance the organization's mission and define its short- and long-term goals.
- Collaborates with the organization's Board to set priorities in keeping with the Strategic Plan and the organization's mission and to drive innovation for the JSA.
- Translates the vision of the organization and makes it actionable by working with the Senior Staff to deliver on short and long term organizational goals. Measures and reports progress against goals to all key stakeholders.
- Sets an inspiring agenda and motivates the Board, the staff, and donors to attain it.

Fund Development and Marketing

- Provides leadership to the fund development program to ensure the organization has the financial resources to advance its mission and goals.



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- Participates in key fund development initiatives and major gift cultivation and solicitation with institutional and individual donors.
- Leads marketing efforts to increase the public visibility of JSA throughout the country and to grow its programs nationally, as described in the strategic plan.
- Actively raises funds from individual and institutional donors to JSA.

Leadership and Staff Development

- Together with the Board Chair, provides direction and motivation for the Board of Directors and Board Committees.
- Works with the Senior Staff to attract and retain volunteer leadership capable of and committed to advancing the mission and goals of the organization.
- Works with the Board and the Chief Operations Officer to define the appropriate roles to achieve the organization's goals, and ensure the staff have the skills, training and support to deliver on the goals.

Program Development

- Conducts outreach to teachers, superintendents, school boards and other education leaders to advance the JSA program.
- Provides leadership and guidance to the JSA Student Council of Governors and students enrolled in the JSA program.
- Attends annual JSA student conventions.

Operations and Finance

- Collaborates with the Senior Staff to ensure effective administration of all programs, finances and facilities. Establishes and tracks key metrics to monitor progress against goals and achievement of results.
- Oversees the preparation, implementation and monitoring of annual fundraising, marketing and financial plans.
- Ensures high quality execution of the organization's programs and services.
- Oversees the management and maintenance of JSA's facilities in Northern California and Washington, D.C.



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- Monitors all financial management systems to ensure timely and accurate reporting to the Board of Directors, Finance and Audit Committees.
- Monitors the performance of an annual certified audit of the organization's financial position.
- Ensures that human resource policies and practices comply with all laws and regulations.

REPORTING RELATIONSHIPS:

The CEO reports to the Board of Directors. The CEO's direct reports include: the Chief Operating Officer, the Chief Development Officer, and the Senior Director of Programs.

DECISION-MAKING:

The CEO is responsible for day-to-day management decisions regarding JSA's operations, including expenditure of funds, employment decisions for senior staff positions, and deployment of resources to meet the organization's commitments to deliver programs.

QUALIFICATIONS:

- Track record of success in overseeing the day-to-day management of an organization, preferably a non-profit or governmental organization.
- Credibility with and experience working in the education community, and with students.
- Experience managing financial operations of an organization with a multi-million dollar operating budget.
- A collaborative and respectful management style while instilling a high level of accountability in team members.
- Nonprofit fundraising success and demonstrated ability to establish and manage relationships with other stakeholders, nonprofit and community organizations, government agencies, media, and volunteers for the benefit and support of their organization's mission.



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- Comfort in interacting with the Board, staff, volunteers and all community stakeholders of JSA and being a public spokesperson for the organization.
- Experience managing a diverse workforce of passionate and committed individuals.
- Possession of outstanding communication skills, and the ability to foster open and direct communication with staff and the Board.
- Ability to engage, inspire and energize a broad diversity of JSA stakeholders.
- A high energy level, self-motivated and results-oriented.

EDUCATION:

An undergraduate degree is required. Advanced degree preferred.

LOCATION:

The CEO will be based in JSA's national headquarters office in the San Francisco Bay Area.

TRAVEL:

Travel is estimated at 30%, with frequent trips to JSA's Washington, DC office and to existing and future JSA programs throughout the United States.

COMPENSATION:

A competitive salary and benefits package, commensurate with qualifications and experience, will be provided. If needed, relocation assistance is negotiable.

If you are interested in applying for this position, please send cover letter and resume to:
jsaceo@brakeleybriscoe.com