

POSITION DESCRIPTION of the PRESIDENT

DEPARTMENT: Executive

STATUS: Exempt/Salaried

REPORTS TO: The National Judicial College (NJC) Chair of the Board Trustees, Trustee Executive Committee, and the NJC Board of Trustees

POSITION SUMMARY: Responsible for NJC operations.

ESSENTIAL FUNCTIONS:

1. Communicate and liaise with the NJC Board of Trustees:
 - A. Prepare periodic status reports
 - B. Provide input/information on proposed policies/directives
 - C. Execute adopted policies/directives
 - D. Regularly communicate and work with the Executive Committee of the NJC Board of Trustees
 - E. Continually maintains communication with the board chair, chair-elect, & immediate past chair.
2. Act as primary spokesperson representing the NJC in local, state, national and international meetings, entities, and organizations.
3. Serve as NJC's representative to judicial, legal, government, justice improvement and other entities including being a spokesperson for justice system reform/improvement, or delegate this designee as appropriate.
4. Act as the principal liaison to state and federal legislators to secure support for the NJC.
5. Supervise, direct and work with **Executive Staff:**
 - A. Development Director:
 - 1) Set fundraising goals, prioritize and engage collaboratively with the director and other staff in appropriate fundraising activities.
 - 2) Develop relationships with key potential fundraising sources
 - 3) Co-chair the internal marketing committee with the communications director
 - B. Finance Director (CFO):
 - 1) Direct, review and give input on preparation of annual budget
 - 2) Oversee the NJC's fiscal management
 - C. Chief Academic Officer (CAO):
 - 1) Collaborate in development of Academic Department programs and products,
 - 2) Approve annual calendar of academic activities developed/proposed by CAO,
 - 3) Grants:
 - a) Serve as a member of internal grant review committee
 - b) Participate in or support efforts to identify, obtain, report on progress, or maintain relationship with grantors
 - D. Communications/Marketing Director:
 - 1) Review and approves promotional material
 - 2) Co-chair the internal marketing committee with the director
 - 3) Authorize implementation of marketing activities and strategies
6. Interact with program attendees and faculty at various events such as course openings, graduations, and program lunches, receptions, dinners, etc.

7. Conduct operational reviews with the department directors including preparation of Directors' annual updates to position description questionnaires.
8. Keep staff informed of current and proposed NJC activities, improvements and personnel matters.
9. Supervise human resources manager and address personnel matters in collaboration with HR manager/appropriate officer/director.
10. Other duties as appropriate to accomplish NJC's mission: Education | Innovation | Advancing Justice

MINIMUM REQUIREMENTS:

1. Law degree.
2. Experience as (1) a judicial officer or (2) a position of consequence within the judicial/justice/education system preferred.
3. Ability to inspire and encourage others to support the mission of the NJC to develop and improve a well-trained judiciary as a pillar of the American democracy.
4. Demonstrated ability to engage in fundraising with potential funders and "relationship development" with aligned justice entities.
5. Demonstrated ability to function in a position of leadership with problem solving skills and ability to nurture concepts from idea to viable outcome.
6. Demonstrated ability to effectively manage and motivate all NJC staff members.
7. Possess outstanding written and verbal communications skills with the ability to express ideas clearly and concisely to staff and a variety of judicial, legal, government, business/corporate, and community audiences.
8. Management abilities:
 - A. Experience working with court systems/judicial entities/educational entities,
 - B. Knowledge of financial statements and experience in development/oversight of budgets.
9. Excellent organizational and time management skills.
10. Willingness and ability to travel.
11. High degree of professionalism and diplomacy skills.
12. Capacity to be innovative and address evolving judicial education issues or business conditions.
13. Experience in judicial/professional education.
14. Willingness to reside in Reno, NV area.
15. Willingness to commit at least five years to the position.