

EXECUTIVE DIRECTOR
Missouri Juvenile Justice Association
(MJJA)

MJJA is seeking a leader for a statewide not-for-profit association whose mission is PROMOTING JUSTICE FOR CHILDREN YOUTH AND FAMILIES.

JOB PURPOSE: The Executive Director is the Chief Executive/Administrative Officer of MJJA and is responsible for implementing the direction, planning, development, fiscal, and functional management of the daily operations of a statewide, not-for-profit organization. Works in partnership with the Board of Directors, staff, members, and key stakeholders to strengthen, support, and enhance awareness education, and advocacy for youth involved in the juvenile justice and child welfare system.

JOB RESPONSIBILITIES: Advocates for the needs of MJJA and Missouri's juvenile justice and child welfare system; Represents MJJA and its membership with agencies and organizations; Identifies public policy issues requiring Board consideration, and coordinates all activities implementing the association's positions and decisions; Coordinates and assures implementation of all MJJA training; Data collection, evaluation; Implements steps necessary for association publications; Fundraising, grant writing and maintenance; Fiscal management; Staff management; Marketing and public relations; Provide administrative support as needed.

QUALIFICATIONS: REQUIRED: Minimum five (5) years of management /supervisory experience; Bachelor's degree in an appropriate field; unquestionable integrity; successful fund-raising/grant writing experience; Fiscal planning, budgeting, and program development; excellent oral and written communication skills; outstanding interpersonal relationship building expertise; Organization and computer skills; self-motivated; meeting and conference planning and implementation; excellent collaborative skills; human resource management; long-range planning and implementation experience; Public relations and marketing experience; Experience working well with a wide variety of agencies, organizations and individuals; Valid driver's license. PREFERRED: Master's Degree in a related field; Management experience in a non-profit organization; Experience/knowledge of Missouri's juvenile justice system; familiarity with legislative process.

Salary range: \$68K-\$72K with benefits

Submit resume and cover letter to: **MJJA** Search Committee, P.O. Box 1332, Jefferson City, MO. 65102-1332 or send electronically to marcia@mija.org. Resumes will be accepted until the position is filled.

MJJA is an Equal Opportunity Employer