



POSITION ANNOUNCEMENT

CHALLENGING AND REWARDING OPPORTUNITY TO MAKE A DIFFERENCE IN JUVENILE AND FAMILY COURT SYSTEMS

Deputy Executive Officer

Application Deadline: January 31, 2022

Salary Range: \$125,000 – \$136,000 per annum, DOE
FLSA Status: Exempt

The National Council of Juvenile and Family Court Judges (NCJFCJ), a national non-profit organization, is seeking applications to fill the position of **Deputy Executive Officer**. This position will build on the NCJFCJ's exceptional 84-year record of improving courts and systems' practice and raising awareness of the core issues that impact the lives of many of our nation's children and families. As a leader in continuing education opportunities, research, publication development, technical assistance, and policy development in the field of juvenile and family justice, the NCJFCJ is unique in providing practice-based resources to jurisdictions and communities nationwide. View the NCJFCJ's current initiatives at: www.ncjfcj.org/about.

The mission of the NCJFCJ is to provide all judges, courts, and related agencies and practitioners involved with juvenile, family, and domestic violence cases with the knowledge and skills to improve the lives of the families and children who seek justice. The NCJFCJ values team members who are independent, creative, tenacious, resourceful, dependable, and passionate about their work. NCJFCJ team members work collaboratively in a team setting to achieve this mission.

NCJFCJ's headquarters is in Reno, Nevada. With a population of over 268,500, Reno is the largest city in Northern Nevada. It is nestled on the eastern slope of the Sierra Nevada Mountains and provides unlimited indoor and outdoor recreational activities. Spectacular Lake Tahoe and the world's largest concentration of ski facilities are all within a fifty-mile radius. Biking, camping, hunting, fishing and mountain climbing are all activities Reno residents and visitors enjoy. For more information please visit <https://www.washoecounty.us/>.

The successful candidate for the **Deputy Executive Officer** should be a strategic and dynamic leader with the ability to manage multiple projects and initiatives, and maintain a working relationship with the Board of Directors as well as partners and other organizations. This position requires someone with the drive to succeed as well as the passion to continue the work of the NCJFCJ.

The successful candidate for the **Deputy Executive Officer** position will need the following skills:

- Ability to communicate effectively and strategically, internally and externally
- Experience in grant writing and grant-funded project management
- Experience working in child welfare, juvenile justice, domestic violence, and/or family court system
- Ability to collaborate across departments and partners to achieve growth and financial diversity

- Experience working with contractors and outside vendors
- Strong attention to detail and ability to prioritize
- Organizational abilities and time management skills
- Strong initiative and personnel management skills
- Ability to foster professional relationships within the organization and across partners

For more information regarding the work experience, educational requirements and essential job functions, please refer to the **Deputy Executive Officer** job description attached.

The NCJFCJ's current benefit package includes medical/dental/vision/prescription coverage for full-time employees and their dependents. Life insurance, and retirement savings plan with employer match after one year of employment. If you are a dynamic and professional individual who appreciates demanding yet gratifying work, we invite you to submit your completed application materials.

FOR FULL CONSIDERATION, applicants must submit the following no later than MONDAY, JANUARY 31, 2022.

- Tailored Letter of Interest,
- Résumé or CV,
- Completed NCJFCJ Application
- Writing Sample

~ NCJFCJ is proud to be an Equal Opportunity Employer ~

NATIONAL COUNCIL OF JUVENILE AND FAMILY COURT JUDGES POSITION DESCRIPTION

DEPUTY EXECUTIVE OFFICER

Job Data	Pay Grade: LDR2 FLSA Status: Exempt Reports To: Chief Executive Officer Date: December 15, 2021
Job Summary	<p>The Deputy Executive Officer (DEO) is a highly visible management position responsible for program and administrative leadership, advocacy, and effective understanding and communication of the NCJFCJ's mission and vision. This position will work closely with the CEO to direct organizational growth and strategic initiatives to achieve NCJFCJ goals. The DEO will also act as CEO in the absence of the Chief Executive Officer overseeing both the Reno and Pittsburgh offices.</p>
<p><i>In the performance of their respective tasks and duties, <u>all team members</u> are expected to practice and apply the following principles:</i></p> <ul style="list-style-type: none"> • Grasp broad overview of the NCJFCJ and develop working knowledge of its programs, strategic plan, and services • Follow NCJFCJ and departmental policies, procedures, protocols, and systems • Perform quality work, with or without direct supervision • Interact professionally and respectfully with all colleagues, members of the NCJFCJ, public and private officials, faculty, partners, local communities, and the general public • Work collaboratively and effectively with all members of the NCJFCJ, whether as a team player, team leader, or individual contributor • Work independently while understanding the necessity for communicating and coordinating work efforts with managers, team members, and other organizations • Meet professional and work obligations through efficient work habits by meeting deadlines, honoring schedules, and coordinating resources in an effective and timely manner • Be self-motivated and highly responsive to individuals, team members, NCJFCJ members, and the organization • Demonstrate independent decision-making, problem-solving, creative thinking, and analytical skills • Approach work with a positive attitude, sense of humor, and energy • Willingness to continuously learn and be flexible • Use discretion in managing sensitive, proprietary, or confidential information • Be responsible stewards of the NCJFCJ's resources 	
<p>The following generally describes the essential functions, minimum education, experience, knowledge, skills, and abilities required to enter the job and to perform the responsibilities and duties of this position.</p>	
Essential Functions Required	<p>Essential functions and responsibilities may include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Provide strategic leadership and management to leadership team • Supervise grant-funded personnel to ensure all projects achieve objectives, match staffing resources and advance the NCJFCJ's mission • Work closely with the Board of Directors; serve on Board committees as required • Ensure that all grant-funded programs and other activities operate consistently and ethically within the mission and values of the NCJFCJ • Ensure the continued financial viability of grant-funded programs through sound fiscal management • Work strategically with the leadership team identifying opportunities for the NCJFCJ to leverage cross-program strengths to take advantage of new opportunities and/or address organizational challenges • Promote an open, diverse, and inclusive work environment that emphasizes cooperation and teamwork, building trust while ensuring accountability • Build and cultivate relationships with collaborative partners, organizations, community-based and systems-focused organizations and funders

**POSITION DESCRIPTION
DEPUTY EXECUTIVE OFFICER**

	<ul style="list-style-type: none"> • Create a learning culture based in shared leadership and value of culture and community • Work collaboratively and strategically with executive team and other team members to create, promote, grow, and continue NCJFCJ initiatives and programs • Work closely with the CEO to ensure mission-based implementation through organizational and programmatic strategy • Conceptualize and serve as a strategic leader to identify new projects and seek external funding to achieve growth and financial diversity • Collaborate with national child welfare, juvenile justice, domestic violence, and family court organizations, and government entities to evolve the national understanding of all NCJFCJ programs and initiatives • Work closely with HR to develop recruitment strategies, policy and procedural changes, and any other staffing and training needs, including promoting company culture, diversity and team member engagement • Other duties as assigned*
<p><i>Education and Work Experience</i></p>	<ul style="list-style-type: none"> • A graduate degree from an accredited university in law, justice management, child welfare, criminal justice, social work, or related field (JD or Ph.D. preferred) • 10 years' experience in the family court environment with extensive supervisory experience or • Equivalent combination of training, education, and experience in a relevant field • Experience working in a non-profit or grant-funded environment preferred
<p><i>Knowledge, Skills, and Abilities</i></p>	<ul style="list-style-type: none"> • Ability to think strategically and exercise independent judgement and work well with a variety of constituencies • Knowledge of resource development, budgeting, grant, contracting, and financial management • Knowledge of grant-writing process as well as grant life cycle • Strong ability to implement, manage, and promote creative and diverse programs and initiative across the organization • Strong vision for strategic direction • Strong PC-based computer skills and proficiency utilizing various software such as Microsoft Office 2007 or 2010 (Word, Access, Excel, PowerPoint), Adobe Professional, or other software programs as may be required • Ability to manage files and maintain records in compliance with recordkeeping policies • Strong, effective communication skills, both verbally and in writing with emphasis on leadership, public presentation skills, and ability to communicate with diverse groups • Ability to plan and carry work through completion with accuracy and with strong emphasis on attention to detail • Ability to comfortably manage multiple tasks and projects utilizing time management and organizational skills • Creative and flexible leadership style • Ability to effectively build organizational and team member capacity
<p><i>Supervisory Responsibilities and Requirements</i></p>	<p><i>Supervision requires, but is not limited to:</i></p> <ul style="list-style-type: none"> • Effective leadership, team building, and collaborative motivational skills • Familiarity with all NCJFCJ policies and procedures • Basic knowledge or familiarity with federal and state employment law and regulations <p><i>Supervisory responsibilities include, but are not limited to:</i></p> <ul style="list-style-type: none"> • Hire new team members utilizing NCJFCJ's talent acquisition guidelines (TAG) • Orient and train new team members • Assign, delegate, and oversee work duties • Evaluate performance through continuous feedback and utilizing performance management system • Address performance problems through corrective action and disciplinary process

**POSITION DESCRIPTION
DEPUTY EXECUTIVE OFFICER**

	<ul style="list-style-type: none"> • Provide general support and coaching to NCJFCJ and NCJJ team members • Review and approve time records and leave requests in compliance with NCJFCJ timekeeping policies and practices • Help team members address and resolve concerns or complaints • Provide development activities to team members through mentoring, motivation, coaching, and counseling • Establish and maintain an effective team through team building activities
<p><i>Physical Demands</i></p>	<ul style="list-style-type: none"> • Extended periods of sitting • Extended use of desktop/laptop computer and peripheral equipment • Read and analyze fine print for extended periods • Occasional stooping, standing, carrying • Occasional lifting up to 50 lbs. (with assistance) <p>The physical demands of this position are representative of those that must be met in order to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>
<p><i>Work Environment</i></p>	<ul style="list-style-type: none"> • Fast-paced, high-pressure, professional office environment • Evening, weekend, and holiday work is required • Extensive travel, locally and nationally, is required

**The statements herein are intended to describe the general nature and level of the position, but are not necessarily a complete list of responsibilities, duties, and skills required of employees so classified. As such, responsibilities, duties, and required skills may be changed, expanded, reduced, or deleted to meet the business needs of the National Council of Juvenile and Family Court Judges. Furthermore, they do not establish a contract or implied contract for employment.*