Executive Director Needed

The Integrated Justice Information Systems (IJIS) Institute seeks a dynamic leader to serve as its new Executive Director.

The IJIS Institute is a nonprofit alliance working to promote and enable the use technology in the public sector and expand the use of information to maximize safety, efficiency, and productivity. The mission of the IJIS Institute is to drive technology innovation and empower information sharing services to create safer and healthier communities.

Please carefully read the essential duties and responsibilities below. Interested candidates must submit a letter of interest and a brief biography including a summary of qualifications to jobs@ijis.org before Friday, June 12, 2020 (5:00 p.m. EDT).

Essential Duties and Responsibilities of the Executive Director

The IJIS Executive Director serves as the leader that connects IJIS to all its alliance partners, clients, and members; and is responsible to the Board of Directors for the effective conduct of the affairs of the organization. The Executive Director, as an Officer of IJIS, recommends and participates in formulation of the IJIS mission, goals, and strategies and related policies. Within that framework the Executive Director plans, organizes, coordinates, and directs the staff, programs, operations, and activities of IJIS.

Management and Administration

- Develop and facilitate an active planning process including creating and executing the strategic plan, implementation plans and specific project plans. In furtherance of this duty the Executive Director allocates necessary resources to support the strategic planning process of the Board of Directors.
- Develop organizational goals and strategies consistent with the mission and goals of IJIS.
- Develop, administer and maintain operational policies and processes for IJIS.
- Recommend and collaborate with the Board of Directors in order to gain Board approval for selection and pursuit of program areas or service areas in which the resources of IJIS should become engaged.
- Create program plans and develop and submit grant applications to obtain funding for IJIS participation in approved program areas.
- Execute contracts, purchase orders or other instruments necessary to support the work of IJIS in accordance with the authority conferred by the Board of Directors.
- Oversee all programs, services and activities to ensure that goals and commitments are met.
Lead and oversee business development efforts including identification and initiation of business initiatives, program area client development efforts and proposals for grants or contractual funding.

Ensure compliance with funding sources as well as legal and regulatory requirements.

Present to the Board at each regular meeting a set of performance metrics agreeable to the Board that describes the performance of the Institute with respect to its mission, vision, and strategic plan. Include both direct and indirect measures of performance such as customer satisfaction with IJIS services and deliverables.

Oversee and be responsible for the fiscal soundness, integrity and viability of IJIS.

Develop, recommend, and monitor an annual budget, subject to the approval of the Board of Directors, no later than 30 days from the beginning of the fiscal year.

Ensure effective annual audits.

Approve expenditures within IJIS policy.

Provide for proper fiscal record-keeping and reporting.

Submit monthly financial statements to the Board of Directors.

Develop, maintain and administer personnel policies for IJIS in accordance with best practices and in compliance with applicable law and regulations (in conjunction with the Personnel Committee of the Board of Directors).

Ensure proper (legal) hiring and termination procedures for all positions within IJIS.

Oversee any and all disciplinary actions within the organization, in accordance with the Bylaws and policies of IJIS.

Provide for adequate supervision of all staff.

Develop organizational development programs to encourage employee growth and effectiveness.

Develop, negotiate, and manage Indirect Cost Rates.

**Board Relations**

Assist the Chairperson of IJIS in planning the agenda and materials for meetings of the Board.

Develop and propose to the Board new draft policies on any subject matter where a policy is needed for the effective governance of IJIS.

Provide recommendations to the Board on setting priorities for program and service development and all deliverables to members.

Make recommendations to the Board regarding programs and services in which the Institute should be engaged, preparing market research, business plans and other data that will be sufficient for the Board to reach conclusions about the proposed work effort.

Conduct the orientation of new Board members.

Work with the Board to raise funds.

Provide staff support to all standing and advisory committees of the Board.
IJIS Institute

• Provide advice, as may be requested by the Chairperson of the IJIS Board with regards to the appointment of chairpersons for all committees, and to chairpersons for potential committee members.

Public Relations

• Improve the overall awareness of the IJIS Institute mission, purpose, and brand in the communities that matter to us.
• Be an effective and productive liaison with target public and private organizations to ensure there is an ongoing forward-looking view of practitioner needs and industry trends.
• Develop, enhance and maintain all relationships with outside organizations and agencies within the scope of the strategic plan.
• Ensure appropriate representation of IJIS by all IJIS staff.
• Coordinate representation of IJIS to legislative bodies and other organizations.

Leadership

• Develop and maintain a cohesive body of companies and professionals from industry.
• Serve as catalyst for companies and professionals to advance causes. These causes should be beneficial to both private and public sectors.
• Fulfill the IJIS mission to unite the public and private sectors to improve critical information sharing.
• Bring industry and practitioners together to support IJIS sponsored program initiatives.
• Maintain and expand the interest of membership and the broad base of government agencies in IJIS.

Fundraising

• Pursue grant funding in support of the IJIS mission.
• Diversify grant sources to allow for a broad base of funding sources.
• Develop alternatives to government grant funding using innovative programs and services provided by IJIS for a fee.
• Set up and staff programs that contribute to the ongoing pursuit of funding sources.