JOB DESCRIPTION

JOB TITLE: Advisor to the CEO

LOCATION: Alexandria, Virginia (metro Washington, D.C.)

POSITION SUMMARY: The advisor to the CEO supports chief executive officer of the National Association of Drug Court Professionals in duties related to emerging projects, fund development, and administration. The advisor will work closely with the chief executive officer, chief of public affairs and director of advancing justice on key projects related to the fulfillment of NADCP’s strategic plan and its continued growth as an advocate for justice system reform. The position also serves as lead administrative support for the chief executive officer and NADCP Board of Directors.

POSITION REPORTS TO: Chief executive officer

COMPENSATION: $65,000 - $75,000 commensurate with experience. NADCP offers a competitive benefits package, including full health coverage. Position is exempt.

HOW TO APPLY: Send resume and cover letter to personnel@nadcp.org

Essential functions of the position include, but are not limited to:

Special projects
- Assist in development and execution of emerging projects under the direction of the chief executive officer
- Research and interface with project stakeholders, including but not limited to, reform thought leaders, academics, advocates, practitioners and funders
- Exercise judgement to prioritize opportunities, prepare background materials and presentations and other project supporting material, and serve as external project spokesperson as needed
- Manage internal tracking systems to ensure projects are executed according to the guidelines set
- Provide robust and accurate research related to assigned projects
- Draft memos, proposals, letters and other documents to support the organizational strategy
- Attend strategy meetings and manage deliverables and outcomes for CEO

Fund development
• Prepare introductions letters of intent, grant requests/proposals, grant reports, sponsorship package copy, individual donor appeals and similar fundraising materials as required
• Works collaboratively with program staff, finance and other staff to assess viability of grant opportunities, ensure they are consistent with strategy
• Interpret funding institution guidelines and requirements, as well as review proposals for compliance with policies and procedures.
• Identify applicable funding opportunities (foundation, corporation and individual donor) and maintain a process of development, usage and application
• Collaborate effectively with a diverse funding base
• Effectively communicate NADCP’s key messaging to outside groups
• Monitor fundraising trends and policies and conduct ongoing research to determine the availability of funds and the strongest prospects for funding opportunities
• Develops and manages a diversified network of funding organizations and national partners

Board of directors management and governance:
• Serve as staff liaison to the NADCP Board of Directors
• Assist in the development, execution, and tracking of the NADCP strategic plan. Coordinate with executive staff on the outcomes.
• Serve as primary administrative support for NADCP Board of Directors with duties including, but not limited to: arranging travel for board members to meetings, preparing materials and agendas for board meetings, tracking board contact information
• Direct board member requests to appropriate staff and advise staff on board priorities
• Staff board meetings with NADCP executive staff

Executive assistant/other administrative:
• Serve as primary administrative support for the chief executive officer with duties including, but not limited to: maintaining calendar, organizing documents to be reviewed/signed, arranging travel and preparing itineraries and maintaining contact data
• Assist the director of advancing justice with administrative tasks
• Advise staff on CEO availability and prioritize appointments
• Track CEO expenses on corporate credit card and submit reimbursement requests as needed
• Serve as a key member of the NADCP conference planning team and advise on CEO priorities and schedule.

Required experience/qualifications:
• Bachelor’s degree and 3-5 years of work experience
• Demonstrated strong written and verbal communication skills
• Demonstrated experience in thinking critically and creatively
• Knowledge and understanding of the criminal justice system, substance abuse treatment, and mental health treatment whether through work experience, college classes or internships
• Excellent time management and demonstrated ability to think strategically
• Demonstrated research capabilities
• Comfort working with senior-level executives and board of directors
• Proficiency in Microsoft Office suite
• Ability to travel up to 15 percent of the working year, sometimes with short notice

Experience that would be a plus:
• Past employment in the nonprofit or association space
• Familiarity with treatment courts and other elements of justice reform
• Bachelor’s degree in public policy, communications, journalism or criminal justice
• Demonstrated experience managing multiple projects
• Demonstrated experience working with established organizational messaging
• Experience working with a nonprofit board of directors or other governing body

Why NADCP:

The National Association of Drug Court Professionals is a 501(c)3 organization seeking to improve the response of the American justice system to people with substance use and mental health disorders through treatment courts and other evidence-based programs. Through its members, training and advocacy, NADCP helps shape America’s conversation around justice system reform to one that includes all levels of justice involvement. Since 1994, NADCP and its divisions—the National Drug Court Institute, National Center for DWI Courts and Justice For Vets—have trained hundreds of thousands of professionals whose roles span every intercept point in the American justice system.

Headquartered in Old Town Alexandria, Virginia, NADCP’s nearly 50 full-time employees enjoy an inclusive, diverse workplace that fosters innovation and encourages growth. NADCP’s generous and robust employee benefits package offers comprehensive health coverage for employees, 401k employer contribution, competitive paid vacation time (exclusive of the organization’s 11 paid holidays), flexible schedules, teleworking availability and others. NADCP’s office is accessible by Metro rail and bus, offers garage parking and is in walking distance to historic Old Town Alexandria.