



OPPORTUNITY | Executive Director

The Ninth Judicial Circuit Historical Society (the “NJCHS”) is a 501(c)(3) that was founded almost forty years ago but sits at the cutting edge of education and preservation about the vital role played by the federal judiciary in the Ninth Circuit, and beyond. The NJCHS accomplishes its mission through exciting programming; taking and sharing inspirational judicial oral histories; and through publishing engaging articles in its journal, *Western Legal History*.

The NJCHS seeks a highly collaborative, diplomatic leader with a deep understanding of the importance of an independent judiciary and a commitment to build upon our legacy of education, preservation, and outreach. The Executive Director has overall strategic and operational responsibility for the execution of the NJCHS’ mission and works under the guidance of the Board and its committees to solidify and continue to build the NJCHS’ future. The Executive Director is part of a dynamic and enthusiastic two-person team charged with guiding the organization toward a sustainable future by developing and executing strategies for programming, revenue generation, communications, and other aspects of the NJCHS’ mission. The position can be on-site, but can also operate primarily remotely from within the boundaries of the Ninth Circuit.

PRIMARY RESPONSIBILITIES:

Organizational Leadership & Management:

- Work collaboratively with NJCHS Board valuing the ideas, suggestions, and innovations of this experienced group’s priorities for the work of the Society.
- Manage the associate position. Supervise operations strategy, and related processes to ensure achievement of organizational goals.
- Liaison with other court and bar organizations and engage in regular communications with NJCHS members and partners.

Strategic Development, Implementation & Fiscal Responsibility

- Build and monitor the annual organizational budget.
- Oversee fiscal management and compliance and financial accountability and reporting.
- Foster positive relationships with existing donors ensuring current sources of funding are protected and enhanced.

- Work with the Board and staff to expand the NJCHS donor/supporter base and identify and diversify funding streams to increase financial sustainability.

Board & External Relations:

- Partner with and support the effectiveness of the Board of Directors in their roles of governance, and strategic direction through regular meetings and individual relationship-building.
- Reporting on the organization's operations, fiscal health, and strategic issues at regular Board meetings and to the Executive Committee.
- Cultivate and maintain strong relationships with partner organizations and key constituent groups, as well as with Courts within the Circuit through direct contact and collaborative partnerships.

Communications and Marketing:

- Supervise the Program and Communications Associate in the design, development and content for organizational website, electronic newsletters, social media, brochures, email campaigns, and other external communications.
- Provide regular updates on program activities information on NJCHS website, newsletter, and end of year fundraising campaign.

Event Management:

- Plan and execute educational and fundraising events (including an annual Gala) for members and the public.
- Manage and provide all oversight and planning of logistics from outreach to day-of management to ensure program success.
- Recruit and engage sponsors and attendees.
- Develop budgets and timelines and oversee reports on program accomplishments.

Oral History Program:

- Coordinate outreach to subjects.
- Provide all necessary materials, information, and support.
- Oversee transcription and posting (where approved).
- Maintain collection records.

Journal Oversight and Coordination:

- Work directly with the Editor in Chief of the Journal.
- Set editorial board meetings.
- Coordinate and consult on solicitation and submission of articles and tracking of the same.
- Supervise layout; assist in gathering images where appropriate.
- Set communications strategy for publication and distribution of issues.

REQUIRED QUALIFICATIONS:

The ED will be a proven leader and relationship manager who has demonstrated commitment to the NJCHS' mission.

Qualifications are described below and interested applicants are encouraged to apply even if you may not meet all the desired qualifications. Your lived and professional experiences may be relevant beyond what a list of qualifications would suggest.

DESIRED EXPERIENCE & SKILLS:

- Demonstrated integrity and commitment to the organization's mission as evidenced by professional and personal experiences and impact.
- Track record of effectively leading and scaling nonprofit organizations and/or programs, including having developed and operationalized growth strategies, budget management, and reported to and/or worked with or on Boards of Directors.
- Clear written and verbal communication skills; open, persuasive, and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Marketing, public relations, and fundraising experience with the ability to engage a diverse range of stakeholders.

DESIRED LEADERSHIP QUALITIES:

- Self-directed, action-oriented, entrepreneurial, and adaptable with a collaborative approach to organizational growth and planning.
- Track record of ethical and honest professionalism, adept at balancing the need for transparency and collaboration. Timely decision-making and follow-through in accomplishing key objectives. Organized and detail-oriented
- Strong project management/time management skills and attention to deadlines
- Proficient in Microsoft Office Suite (MS Word, Excel) and Google.
- Ability to handle multiple tasks/projects, and meet deadlines promptly
- Familiarity with the federal judiciary or other courts, and contacts in the legal community within the Ninth Circuit a plus!

COMPENSATION & BENEFITS:

The anticipated annual compensation range for this role is \$130,000 – \$150,000, commensurate with experience. Generous paid time off, and holidays are also offered. Other benefits as negotiated.

Applications accepted until **May 31, 2024**, but will be reviewed on a rolling basis. **Apply now for earliest consideration!**

[Apply here!](#)

Link doesn't work? Copy and paste this link into your browser instead: <https://forms.gle/mZNeB2ypxRpZrrTY6>

For questions about the position, please contact ExecutiveDirector@NJCHS.org