

**Position Opening
Executive Director
American Jail Association**

Since 1981 the American Jail Association (AJA) has served as a non-profit association dedicated exclusively to supporting those who work in and operate our Nation's jail facilities.

The mission of AJA is to:

- Unify those concerned with or interested in the custody and care of persons awaiting trial, serving sentences, or otherwise locally confined; and improve the conditions and systems under which such persons are detained.
- Advance professionalism in corrections through training, information exchange, technical assistance, publications, conferences, and networking.
- Provide leadership in the development of professional standards, management practices, programs, and services.
- Present and advance the interests, needs, concerns, and proficiency of the profession as deemed appropriate by the members.

The Executive Director leads the organization in developing and executing strategies to expand membership, revenue, and program effectiveness. The Executive Director works with the Board of Directors, agency staff, and industry professionals to achieve AJA's vision and purpose.

Primary Responsibilities

- Collaborate with the Board of Directors on the development and execution of strategic planning.
- Attend all Board and Executive Committee meetings, reporting to the President of the Association.
- Serve as a representative of AJA on Boards and Committees related to the field of corrections.
- Manage all business aspects of AJA including finances, membership, marketing, professional development, certification, partnerships, and publications in accordance with the policies of AJA.
- Manage and direct department staff, performing a variety of human resource functions including hiring new employees, writing evaluations, and empowering staff to meet the goals and needs of AJA and staff development planning.
- Prepare the annual operating budget and supervise implementation. Prepare financial statements for the Board, and review financial statements, financial forecasting and management, and resource allocation to ensure objectives are being met.
- Oversee grants and contracts; reviewing, recommending, and tracking performance.
- Conduct operations and business development initiatives to build revenue and membership through partnerships, programs, outreach, marketing, and branding.
- Serve as the primary representative of the organization, displaying strong leadership, diplomacy, and professionalism.
- Develop and manage key relationships with members, potential members, vendors, professional organizations, and legislative representatives.
- In collaboration with other associations who have similar interests, actively participate in legislative activities that represent the needs of AJA and are consistent with our mission statement and membership.
- Identify, respond to, and obtain grant-funding opportunities to expand AJA's efforts to fulfill our mission.

Minimum Qualifications

- Bachelor's degree or equivalent experience.
- Five years of management experience.
- Exceptional leadership, interpersonal, and communications skills in a fast-paced and changing environment.
- Demonstrated knowledge in budgeting, project management, and organizational skills.
- Ability to relocate to the Hagerstown, Maryland, area.

Preferred Qualifications

- Experience and leadership position in the management of a non-profit association.
- Experience and knowledge in the field of Corrections and Jail Management.

Criteria for the Selection of an Executive Director

- Exceptional organizational and administrative abilities.
- Bachelor's degree and five (5) year's experience in business, government, or association work, with at least two (2) years at a senior administrative management level.
- Experience in budgeting and long-ranging planning.
- Exceptional management skills, including knowledge of personnel management principles and practices, outgoing and energetic personality, high moral integrity, and knowledge of Tribal, Federal, State, and local government organization.
- Strong ability to communicate effectively, both orally and in writing.
- Experience in the criminal justice system desirable.
- Experience in membership development, conference planning, meeting management, association financial management, and publishing are desirable.

Salary

- The salary range for the Executive Director is \$85,000–\$90,000.

Selection Process

- AJA is an equal opportunity, affirmative action employer.
- Interested applicants should submit a detailed resume along with a cover letter to:
Frank R. Hecht, President
American Jail Association
c/o PO Box 3616
Hagerstown, MD 21742
- All application correspondence must be postmarked no later than January 16, 2012.
- Six semi-finalists will be notified and invited to an interview process in mid-March. The final three will be interviewed and selection will be made on April 21, 2012, at the Annual AJA Training Conference & Jail Expo in Reno, Nevada.