

National Association of State Election Directors

Executive Director Recruitment Announcement | September, 2017

The National Association of State Election Directors (NASED) is seeking an executive director. Primary responsibilities include providing leadership and direction to ensure that NASED successfully fulfills its mission.

The executive director works with the NASED executive board and full membership to provide general administrative services, conference planning and coordination of meeting logistics, financial management, website maintenance, and communication among NASED members, as outlined in the Executive Director Core Services Expectations.

To apply, you must have:

- Demonstrated oral and written communication skills;
- Demonstrated organizational skills with event planning and event management;
- Demonstrated technical skills;
- Experience and ability with financial management, including the development and implementation of budgets;
- Demonstrated leadership skills and collaborative management style;
- Five years of experience in positions of increasing management/leadership responsibility in government or a not-for-profit organization, preferably one serving a national constituency involving elections administration.
- Must be willing to sign a confidentiality agreement regarding NASED discussions, particularly during closed session and executive board meetings.

Those interested in applying must provide the following:

- All responses must designate a lead person who will be the main point of contact for NASED. A resume must be included for the lead.
- A cover letter addressing how your personal and professional experience qualifies you to be the NASED executive director.
- Three references, one of which is a previous employer/association.
- One writing sample (maximum 3 pages).
- Cost proposal, based on an annual fee for services.
 - Conference/meeting travel costs are reimbursed separate from annual fees for service.
- A written response detailing how you will meet the core services expectations attached, including a response specific to the application questions below.

- Describe how you will plan, execute, and support our national conferences.
- Describe how you will refresh and maintain the NASED website.
- Describe how you will support the NASED executive board needs.

All proposals should be submitted by email to: NASEDexecutivedirector@gmail.com

Please include - ATTN: Search Committee, NASED in the subject line.

Deadline for proposals: September 19, 2017 at 3 p.m. EST.

Deadline for written questions: September 12, 2017 at 12 p.m. EST.

Interviews for top scored responses will be held in Denver, CO on September, 30 – October 1. In person interviews are preferred. Phone options will be made available.

We desire to contract with a new Executive Director in January, 2018 for an initial period of two years with opportunity for renewal.

Salary will be negotiated upon selection.

Questions can be directed to the search committee at NASEDexecutivedirector@gmail.com

The Mission of the National Association of State Election Directors is to promote accessible, accurate and transparent elections in the United States and U.S. Territories.

NASED was formed in 1989 by a group of state election directors and administrators. The driving issue at the time that spurred the group to organize was the concern that national networks were releasing presidential election results before all polls had closed.

The Help America Vote Act increased the importance for communication and coordination among state election directors. Though the issues have changed somewhat over the years, the purpose of NASED has remained the same—to serve as an exchange of best practices and ideas.

NASED Articles of Association -

http://nased.org/Articles_of_Association_as_amended_1_2013.pdf

NASED By-Laws - http://nased.org/By%20Laws/BY_Laws_1_2013.pdf

NASED Board Members - <http://nased.org/board.html>