



## **EXECUTIVE DIRECTOR STENNIS CENTER FOR PUBLIC SERVICE**

### *Job Description*

#### **Mission**

The Stennis Center (the “Center”) for Public Service is a federal, legislative branch agency created by Congress in 1988 to promote and strengthen public service leadership in America. The Stennis Center is headquartered in [Starkville, Mississippi](#), adjacent to [Mississippi State University](#) and has an office on Capitol Hill in Washington, D.C.

The Stennis Center’s mandate is to attract young people to careers in public service, to provide training for leaders in or considering public service positions, and to offer leadership development opportunities for congressional staff. Products of the Stennis Center include conferences, seminars, special projects, and leadership development programs.

#### **Job Purpose**

The Executive Director is responsible for the successful leadership and management of the Center according to the direction set by Congressional statute and the Board of Trustees.

#### **Primary Duties and Responsibilities<sup>1</sup>**

The Executive Director performs some or all of the following:

##### *Leadership*

- Develop and implement a vision and strategic plan for the Stennis Center through work with the Board of Trustees, staff, advisory councils and other stakeholders and partners
- Hire, lead and develop staff to achieve the mission and goals of the Stennis Center
- Promote the Stennis Center and its mission to Members of Congress, Congressional staff, government leaders at the federal, state and local levels, and work to attract young people to careers in public service
- Create and maintain partnerships with organizations with mutually supportive missions, including colleges and universities

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<sup>1</sup> The Executive Director may delegate duties to others in the organization, though s/he remains responsible for their effective implementation and execution.

- Plan and conduct programs to accomplish the mission of the Stennis Center, including work with Members of Congress, Congressional staff, military leaders, women in public service leadership, and youth leadership programs
- Manage the finances of the Stennis Center in accordance with public law establishing the Stennis Center to effectively and efficiently accomplish the Center's mission
- Promote the Stennis Center and its work through public speaking, writing, social media and relationship building
- Represent the Center at community activities to enhance the Center's community profile

#### *Operational planning and management*

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the Center
- Ensure that the operation of the Center meets the requirements of the establishing legislation and expectations of the Board
- Oversee the efficient and effective day-to-day operation of the Center
- Review existing policies on a regular basis and recommend changes as appropriate
- Ensure that any relevant Board, personnel, program participants, or other files are securely stored and privacy/confidentiality is maintained where necessary
- Provide support to the Board by preparing meeting agenda and supporting materials
- Strengthen relationships with the military, elected leaders, education, and business communities to provide services and programs that are most meaningful and useful

#### *Program planning and management*

- Oversee the planning, implementation and evaluation of the Center's programs and services
- Ensure that the programs and services offered by the Center contribute to the Center's mission and reflect the priorities of Congress and the Board
- Monitor the day-to-day delivery of the programs and services of the Center to maintain or improve quality
- Oversee the planning, implementation, execution and evaluation of special projects

#### *Human resources planning and management*

- Determine appropriate staffing requirements for organizational management and optimal program delivery
- Oversee the implementation of the human resources policies, procedures and practices
- Establish a positive, healthy and safe work environment in accordance with all appropriate statutes and regulations
- Recruit, interview and select staff that possess the appropriate technical and personal abilities to help further the Center's mission
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis

- Coach and mentor staff as appropriate to improve performance and provide specialized training where appropriate
- Discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures

#### *Financial planning and management*

- Work with staff to prepare a comprehensive budget
- Work with Congress and the Board to secure adequate funding for the operation of the Center
- Approve expenditures within the authority delegated by the Board
- Ensure that sound bookkeeping and accounting procedures are followed
- Administer the funds of the Center according to the approved budget and monitor the cash flow of the Center
- Provide the Board with a comprehensive report on the revenues and expenditures of the Center at its annual meeting
- Ensure that the Center complies with all legislation regarding taxation and withholding payments

#### *Community relations/advocacy*

- Communicate with Congress and other stakeholders to keep them informed of the work of the Center and to identify changes in the community served by the Center
- Establish good working relationships and collaborative arrangements with community groups, elected officials, and other organizations to help achieve the goals of the Center

#### *Risk management*

- Identify and evaluate any risks to the Center's people (program participants, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks

### **Location**

The Stennis Center has offices in Starkville, Mississippi, and Washington, DC. The Executive Director position is based in Starkville, Mississippi, but the Executive Director will be expected to spend time in both locations as time demands.

### **Salary and Benefits**

The salary is set by statute at Executive Schedule Level IV, which in 2018 is \$164,200. All Federal benefits accrue, including vacation time, sick leave, FMLA, pension (Federal Employee Retirement System – FERS), life insurance (optional; Federal Employee Group Life Insurance - FEGLI), long term care (optional), 401K (Thrift Savings Plan – TSP), and any other general Federal employee programs. This job is covered by Social Security and is subject to the FLSA

(Fair labor Standards Act) and EEO (Equal Employment Opportunity) Act. The Center maintains a safe, non-hostile, discrimination-free workplace.

## **Applications**

Interested persons should submit a cover letter explaining their interest and qualifications, resume/vita, references and any other supportive material to: [ExecDirSearch@stennis.gov](mailto:ExecDirSearch@stennis.gov).

Or to:

Rochelle Dornatt  
Stennis Center for Public Service  
201 Massachusetts Avenue, NE  
Suite C-7  
Washington, DC 20002

Deadline for applications is 5:00 p.m. EST on September 28, 2018. For further information or with questions, please contact Rochelle Dornatt at (202) 546-1837 or [Rochelle@stennis.gov](mailto:Rochelle@stennis.gov).