



EXECUTIVE DIRECTOR
STENNIS CENTER FOR PUBLIC SERVICE
Job Qualifications

General Commitment

The Executive Director will be thoroughly committed to the Stennis Center's mission to promote public service leadership at the local, state and federal levels of government. A candidate must have proven leadership, program management, financial management, communication skills and relationship/human resource management experience.

Specific Professional Requirements

- A bachelor's degree
- A demonstrated commitment to public service through education, training and experience
- Ability to work effectively in a bipartisan program earning respect and trust from politically diverse leaders
- A record of effective leadership reflecting integrity
- Five or more years senior nonprofit or government management experience
- Experience working for and with Members of Congress and Congressional staff
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational skills including planning, delegating, program development and task facilitation
- Ability to convey a vision of the Stennis Center's strategic future to staff, board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to the governmental non-profit sector
- Skills to collaborate with and motivate board members and other volunteers
- Commitment to diversity and inclusion
- Strong public speaking, written and oral communication skills
- Ability to interface with and engage diverse public sector groups
- Demonstrated ability to supervise and collaborate with staff

Other Skills and Capabilities

- Ability to establish employment and administrative policies and procedures for all functions of and for the day-to-day operation of a workplace
- The skill to serve as the primary spokesperson for an organization to program participants, the media and the general public
- The expertise and finesse to establish and maintain relationships with other organizations throughout the nation and utilize those relationships to strategically enhance the Center's mission
- A transparency in reporting to and working closely with the Board of Trustees to seek their involvement in policy decisions, fundraising (where appropriate) and to increase the overall visibility of the Center
- Organizational skills that lend to a strategic planning process and follow through on implementing outcomes
- Familiarity with marketing and other communication efforts