



## **Connecticut Youth Services Association**

### **Executive Director Job Announcement & Position Description**

**Position Title:** Executive Director of Connecticut Youth Services Association

**Description:** Inaugural contractual position under the direction of the Connecticut Youth Services Association Board of Directors. The successful candidate will perform a variety of leadership and administrative duties to support and strengthen CYSA as a unified network of Youth Service Bureaus dedicated to promoting the well-being of Connecticut's children, youth and families. This position will serve as the face of CYSA and its member YSBs to play a crucial role to further develop its capacity to meet its many demands and challenges.

**Position Objectives:** The essential functions are outlined below and will be incorporated into the initial 2-year contract with greater specificity. As this is a new position, the essential duties are intended to establish a baseline for the position but some may continue to be shared within CYSA. Within the initial 2-year term of the contract, the primary objectives include:

1. Creation of a long-term (5-10 year) sustainability plan for the ED position that includes progressive compensation and further development of paid administrative infrastructure.
2. Establishment of the ED role related to the CYSA Annual Conference with the goal increasing event revenue.
3. Establishment of the ED role with stakeholders such as legislators, state officials and DCF.

**Reporting Relationships:** Reports to the Connecticut Youth Services Association's Board of Directors, with the Board President as the key point of contact.

**Compensation:** Base stipend of \$30,000 per contract year, payable in monthly installments, upon the completion and submission of a satisfactory monthly activity report to the CYSA Board. This position could be further compensated in accordance with any newly procured grants and/or other contractual incentives.

**Essential Functions:**

1) **Administrative/Operational:**

- Develop and coordinate a marketing and communications strategy, including managing the CYSA website, social media, and CYSA email account and Mail Chimp.
- General management of Association finances under supervision of the Treasurer (invoices, collection of dues and meeting fees, payment of bills, interface with auditor, etc.).
- Oversee compliance with corporate records, such as incorporation papers, federal and state filings, insurance policy paperwork, bylaws, etc.
- Prepare Board Meeting agendas, review with the CYSA President and work with Board Secretary to distribute all Board Meeting materials in a timely manner as determined by the Executive Committee.
- Attend, participate in, and present necessary reports at monthly Board Meetings.
- Coordinate and assist Board Sub-Committees:
  - Professional Development: Oversee the planning and implementation of the CYSA Annual Conference, JRB Conference, and quarterly training events and secure sponsors for the annual conference. Oversee event registrations and confirmations.

- Advocacy: Prepare and deliver testimony and recruit and coach membership in delivering testimony and other advocacy actions.
- Membership: Build relationships with all YSB Directors, support Chapter Representatives and Chapter specific needs, and follow up on outstanding dues.

2) Leadership:

- Work closely with the Executive Committee to establish the strategic planning process.
- Represent CYSA on Statewide Task Forces, Committees and meetings as necessary.
- Research grant opportunities and prepare grant applications.
- Actively pursue funding opportunities through grant writing and cultivating relationships with potential funders.
- Create and facilitate the distribution of public relations materials.
- Collaborate regularly with DCF, the CYSA lobbyist and CYSA's Juvenile Justice Liaison.

Minimum Training and Experience Required to Perform Essential Job Functions:

A Bachelor's degree in a relevant field of study and five (5) years of practical and/or relatable experience. Position requires the possession of a valid State of Connecticut driver's license. Position also requires clearance of a required background check.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions:

Language Ability and Interpersonal Communications:

- Requires the ability to perform mid to upper level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions. Develop and conduct needs assessments and evaluations.
- Requires the ability to provide leadership. Ability to persuade, convince and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations. Ability to conceive, develop, write and present persuasive statements such as public statements, press releases and/or legislative testimony.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as financial statements, budgets, grant reports, agenda items, policy manuals, statutes, laws, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the various boards, commissions and committees, local, state and federal agencies and the public. Ability to facilitate presentations and workshops to groups of various sizes.
- Requires proficiency in a variety of standard computer operating systems including; word, excel, access, power-point, outlook and applicable accounting systems.

In addition to these minimum requirements the ideal candidate will have some combination of the following knowledge, skills, and abilities:

- Possess a working knowledge of CYSA in its role as advocate for state mandated ACU functions
- Knowledge of the statutory charge of Youth Service Bureaus and familiarity with the variety of YSBs across the state.
  - Have working understanding of the variety of programs and services provided by YSBs including conceptual framework to Positive Youth Development, Clinical Services, Diversion, and Restorative Justice practices
- Possess working knowledge of CT state government.

- Be available in a timely manner to travel to the Capitol for meetings or other necessary Legislative undertakings as determined by the Lobbyist.
- The ability to work with diverse urban, suburban and rural communities.
- Ability to maintain secure locations for electronic and paper records.

This is a contracted two-year position through June 30, 2023. The successful candidate must be a motivated self-starter who can fulfill contract obligations working a flexible schedule. Some evening meetings can be anticipated and weekly hours may vary. A valid CT driver's license is required.

**Please send your resume, a letter of interest, and the names and contact information of three professional references via email to: [cysa@ctyouthservices.org](mailto:cysa@ctyouthservices.org)**

**Closing date for applications is Friday, April 30, 2021.**