Call for Applications

Executive Director Position

Release Date March 15, 2022

Invitation to Apply

The Election Center Board of Directors is inviting highly qualified professionals to apply for the Executive Director position. Tim Mattice, who has successfully served the Election Center for 16 years, is retiring in December 2022.

The Election Center Board of Directors invites you to apply to be the next Executive Director for the Election Center — The National Association of Election Officials. The new Executive Director will be the leader of the oldest and most respected organization formed exclusively for election and voter registration officials. This is an opportunity to lead the organization into the future focusing on the strategic plan, providing service and education to members, and helping to preserve democracy.

~ Susan Gill, Board Chair
Election Center History

The Election Center, The National Association of Election Officials, had its beginnings after a dinner meeting of a dozen local and state election officials convened by the Director and Deputy Director of the National Clearinghouse on Election Administration of the Federal Election Commission. The gathering followed a successful series of regional conferences held by the Commission in 1985 which spurred numerous comments and suggestions for the creation of a national organization exclusively for election and voter registration officials.

Following the passage of the National Voter Registration Act (NVRA) and the Help America Vote Act (HAVA) the Election Center took the lead in assisting election jurisdictions throughout the nation in implementing numerous provisions of both historical pieces of legislation. Over the past 36 years the Election Center has hosted many national conferences and workshops, provided technical assistance, training and information to election offices across the country. These efforts have included various task force groups on several critical subjects as well as spearheading and supporting the creation of the National Association of State Election Directors (NASED).

Another giant step forward took place in the 1990’s in collaboration with Auburn University as it established the highly successful Certified Elections Registration Administrator (CERA) program which has resulted in nearly 1,400 graduates. In the aftermath of Election 2000, the Election Center included training and certification for those manufacturers and suppliers of election administration goods and services by adding a new program in 2001 for Certified Elections Registration Vendor (CERV). In 2007, the Election Center included a training and certification program for individuals that observe elections internationally named Certified Elections Monitor (CEM). These programs continue to grow and expand thanks to the dedication of Election Center staff, Auburn University staff, and academic professionals.

In the last two years, this collaborative effort has resulted in the creation of the Institute for Election Administration, Research & Practice at the Election Center. As a result of this dynamic effort, the first edition of the Journal of Election Administration, Research & Practice will be released in late spring 2022. The Institute has also launched a national study of trusted communications and trusted messengers in election administration using messages issued by members during the 2020 election cycle.

Always seeking to further enhance its work, the Election Center staff and the Board of Directors participated in a year-long strategic planning effort culminating in a set of strategic goals to shape the years ahead.

The organization owes a great deal to our former Executive Director Doug Lewis, to Ernie and Pat Hawkins for many years of service as Board Chair and Conference Coordinator, to our current Executive Director Tim Mattice, and the professionals at Auburn University, Dr. Robert Montjoy and Dr. Kathleen Hale for their outstanding creation and continued support of the CERA program, and to Tom Wilkey as one our founding members who provided this history section.

We are grateful also to the hundreds of members who have supported the Election Center and we envision continued leadership for election jurisdictions across the country.
Our Vision
We are the premier organization for election officials and election oriented vendors.
We are a catalyst for new ideas and compelling issues.

Our Mission
To promote and support continuous improvement in the administration of elections and voter registration through research, professional education, conferences, networking, consulting and legislative information.

Strategic Goals
- Provide expanded opportunities for members
- Expand our national exposure
- Enhance partnerships with like-minded organizations
- Offer professional experiences through the newly-formed Institute

Executive Director Job Description
The Executive Director is the Chief Executive Officer of the Election Center, The National Association of Election Officials. The Executive Director reports to the Board of Directors (Board) and is responsible for the organization's consistent achievement of its mission and financial objectives.

In program development and administration, the Executive Director will:

- Assure that the organization has a long-range strategy which achieves its mission, and through which it makes consistent and timely progress.
- Provide leadership in developing program, organizational, and financial plans with the Board and staff, and execute Board authorized plans and policies.
- Promote active, broad participation by members in all areas of the organization's work.
- Maintain official records and documents, and ensure compliance with federal, state, and local regulations.
- Maintain a working knowledge of significant developments and trends in the field.
- Coordinate the CERA/CERV Program with the Auburn University MPA Program representative.
- Coordinate organizational programs including the REO Program, conferences, workshops, and consulting.

In communications, the Executive Director will:

- See that the Board is kept fully informed on the condition of the organization and all important and influencing factors.
- Publicize organizational activities, programs, and goals to members and the broader election community.
- Establish sound working relationships with groups and other organizations.
- Represent the programs and point of view of the organization to governmental agencies, organizations, and the election community.
- Actively track federal and state legislative activity related to elections administration, facilitate dissemination of legislative updates and information to members.
- Foster and maintain relationships with appropriate committee staff to United States Congressional committees, the National Conference of State Legislatures, and appropriate state legislature committees relevant to the field of elections administration.
In staff relations, the Executive Director will:

- Be responsible for recruitment, employment, and release of all personnel.
- Ensure job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
- See that an effective management team, with appropriate provision for succession, is in place.
- Encourage staff development and education, and assist program staff in relating their specialized work to the overall organizational perspective.
- Maintain a climate that attracts, keeps, and motivates a diverse staff of top-quality people.

In budget and finance, the Executive Director will:

- Be responsible for developing and maintaining sound financial practices.
- Prepare and develop the annual operating budget, work with the staff and Finance Committee to present the budget and regular financial statement to the Board, and ensure that the organization operates within budget guidelines.
- Manage fiscal resources ensuring adequate funds are available to permit the organization to carry out its work.
- Jointly, with the Board, conduct official correspondence, and jointly, with designated officers, execute legal documents.
- Promote the Election Center consulting program and facilitate proposals, reports, and activity reports related to consulting contracts, Incorporate consulting services into the overall financial profile of the organization.

The Election Center is an equal opportunity employer. All applicants will be considered without attention to race, color, religion, sex, gender identify, sexual orientation, parental status, national origin, age, disability, genetic information, political affiliation, or military service.

For questions contact Susan Gill at sgill559@gmail.com
Preferred Qualifications

The executive director is responsible for leading The National Association of Election Officials and its 1,500+ members of the election profession into the future through implementation of the strategic directions and activities adopted by the Board of Directors. As such desired qualifications include:

- Significant experience with or knowledge of the administration of elections in the US context
- CERA certified preferred or significant understanding of the CERA-related content and substance
- Understanding of and ability to engage in national and state policy conversations related to the administration of elections
- Experience related to nonprofit or public service management including reporting to and working collaboratively with a board of directors
- Collaborative orientation to support ongoing work with members, election system stakeholders, and Auburn University
- 5+ years in senior management and ability to supervise and manage staff
- Any combination of education and experience that demonstrates capacity and competency to meet preferred qualifications
- Financial management skills, including budget preparation, analysis, and reporting
- History of developing or enhancing revenue streams
- Strong public speaking ability and strong written and other communication skills
- Demonstrated commitment to continuous improvement
- Ability to travel and to participate in virtual platforms
- Interest in and ability to move organizational information technology interface forward

Salary and Benefits

The Election Center offers a competitive salary and benefit package aligned to this executive level recruitment. Salary, work location, and employment conditions will be negotiated with the selected applicant commensurate with background, professional qualifications, and experience.

- A hospital/medical and major medical plan is provided to all eligible full-time employees (cost for single coverage will be determined by The Election Center Board of Directors)
- Multiple pension plan avenues
- Election Center matches employee personal contribution under the Federal Insurance Contributions Act (Social Security) for old age, disability and survivors insurance
- A generous vacation and sick leave benefits package

Privacy Statement for Applicants

Election Center Board of Directors have executed a non-disclosure agreement to cover all information submitted verbally and in writing by applicants.
Selection Process and Timeline

March 15, 2022 — Call for Applications Announcement

June 1, 2022 — Applications Review Process Begins

Late 2022 — Final Selection

Information on the Board of Directors, By-Laws, and 2022 - 2023 Planned Activities are found on the Election Center website at www.electioncenter.org.

To apply, please send your resume, a detailed letter of interest expressing awareness and/or experience with the Election Center along with your vision in seeking the position. Applicants are encouraged to include a desired salary.

Send documents to exdir.applications@electioncenter.org