

# **Executive Director**

## **National Association for State Community Services Programs**



Status: Full-time, exempt employee  
Reports to: Board of Directors  
Location: Washington, DC area preferred  
Deadline: Resume reviews begin immediately. Applications best considered by August 8.

The National Association for State Community Services Programs (NASCSP) seeks an Executive Director (E.D.) with vision, leadership, and management skills to steer a national nonprofit membership organization into its 45<sup>th</sup> year and beyond. The E.D. will be a champion of NASCSP's mission to increase states' capacity to achieve social and economic mobility and energy efficiency in low income communities. For more information, visit [www.nascsp.org](http://www.nascsp.org).

Formed in 1978, NASCSP is a 501(c)(6) membership-based nonprofit that advocates for and enhances the partnership between federal and state governments to alleviate poverty and achieve economic security for families across the country. NASCSP's members are state administrators of the U.S. Department of Health and Human Services Community Services Block Grant (CSBG) and the U.S. Department of Energy's Weatherization Assistance Program (WAP). By extension, NASCSP also reaches a network of state associations, local Community Action Agencies (CAAs) and Weatherization Assistance providers who work nationwide.

NASCSP helps state administrators effectively empower families with low incomes to reach social and economic mobility and health and well being through an extensive array of services that include weatherization, energy assistance, childcare, nutrition, employment, job training, and housing in urban, suburban, and rural communities.

NASCSP provides training, technical assistance, research, analysis, and legislative/regulatory voice to CSBG and WAP offices, CAAs, and state associations to increase their capacity and support their collective work. Key offerings includes:

- **Training:** NASCSP conducts conferences, regional stakeholder briefings, webinars, documentation of best practices, and specialized toolkit development to train members, including state WAP and CSBG Office staff, to effectively administer and implement CSBG and WAP.
- **Technical Assistance:** NASCSP provides confidential assistance to State Offices in support of problem analysis, policy development, program implementation, data collection, and monitoring.
- **Advocacy and Leadership:** NASCSP serves as the national voice for State CSBG & WAP administrators in Washington, D.C, communicating with Congressional and federal agency staff about members' needs and monitoring legislation relevant to members, representing and advancing the interests of membership in processes/conversations with partners at all levels.
- **Research:** NASCSP collects, analyzes, and disseminates data in the form of national reports, articles, and a "promising practices" database.

## **Leadership Opportunity**

NASCSP is helping its members navigate unprecedented times. In 2020, the CARES Act provided \$1 billion in supplemental assistance for members to allocate to local agencies to support people with low incomes and communities impacted by COVID-19. Last year, renewed focus on energy efficiency and sustainability resulted in \$3.5 billion for weatherization assistance from the 2021 Bipartisan Infrastructure Deal to support home improvements for low-income families, as well as new policies, workforce programs, and renewable energy initiatives to implement.

While these enormous investments are essential to advancing economic and social mobility and energy efficiency for low-income communities, they are occurring at the same time state administrators are adapting to new business practices in remote and hybrid work environments, a challenging workforce recruitment and development environment, disruptions to supply chains, and rapidly rising materials costs. NASCSP has remained an essential partner to state offices by providing first-class research, training and technical assistance, thought leadership, and advocacy.

The next E.D. will inherit a financially stable organization that has successfully navigated the fiscal challenges resulting from the pandemic. Projected 2022 operating revenue is \$2.5 million. Major revenue sources include grants from federal agencies and private funders (50%), conferences and trainings (19%), and member dues (13%).

NASCSP is governed by a democratically elected body reflective of its membership across programs and geography. The E.D. reports to the Board and works closely with the Executive Committee. They oversee a team of 11 professionals and manage a six-member management team responsible for member services, research, and programs. Headquartered in Washington, DC, the majority of NASCSP's team currently works remotely.

## **Position Overview**

The E.D. will have strategic and operational responsibility for NASCSP's staff, member services, and program delivery goals. The E.D. is also responsible for managing, developing and enhancing new and existing external relationships, including strengthening and expanding NASCSP's legislative and governmental partnerships. The successful candidate does not need to be a content area expert, but will be responsible for quickly developing a deep knowledge of the association's membership, grants, projects, operations, and business plans.

Key responsibilities of the position include:

### **Strategy, Vision, and Leadership**

- Collaborate with the Board and staff to strengthen and expand NASCSP's influence and reach on behalf of its membership, committees, partner organizations, and federal and private funders. Identify innovative partnerships that advance NASCSP's mission.
- Establish strong working relationships and collaborations with a range of key partners, policymakers, government agencies, funders, and others to advance members' interests.
- Initiate strategic planning to further define and elevate NASCSP's role in developing, promoting, and delivering quality programs and services that ensure ongoing state excellence in managing CSBG and WAP funds. Implement the strategic plan by setting annual goals, business plans, timelines, and budgets.
- Develop thought leadership by publishing and communicating program results emphasizing successful state and local initiatives as regional and national replication models.

- Advance diversity, equity, and inclusion throughout NASCSP's programmatic initiatives, policies, operations, and workplace culture.

### **Advocacy and External Affairs**

- Guide external communications strategies that elevate the impact of NASCSP's members, from web presence to media relations.
- Serve as NASCSP's principal spokesperson, representing its members' interests to federal partners, policymakers, and legislators, as well as funders, partners, and various publics.
- Grow NASCSP's presence on Capitol Hill. Assess political landscapes to provide strategic direction and messaging that supports members' goals and needs.
- Develop and steward relationships with funders; ensure grant requirements are met.
- Liaise with colleagues, organizations, and associations on related issues.

### **Organizational Development**

- In partnership with the Director of Operations, oversee day-to-day operations, including human resources, financial management, and legal and regulatory compliance.
- Lead, develop, and retain an outcome-driven team. Supervise six direct reports. Facilitate strong working relationships, clear communications, and effective and timely decision-making processes across different departments.
- Foster an evaluative work environment by coaching teams to set and monitor annual departmental goals (program effectiveness, member learning, etc.). Ensure systems to track progress, evaluate program components, and communicate successes and learnings to the Board, funders, and members.
- Nurture a strong, transparent relationship with the Board of Directors; seek and support Board involvement with NASCSP's strategic direction; serve as liaison between Board and staff; implement the Board's overall organizational goals and direction.
- Set annual financial goals in partnership with the staff and Board. Provide strategic leadership in maintaining, diversifying, and growing revenue through dues, events, services, and grants.
- Oversee budget preparation, monitor income and expenditures, integrate departmental leaders' input into budgetary assumptions, support long-range budget planning and analysis, administer grant awards in accordance with funders' regulations, and provide the Board with comprehensive and regular reports.

### **Experiences, Skills, and Qualities**

The Board seeks an experienced senior leader who brings a strong understanding of federal and state granting partnerships. They encourage applications from a wide range of applicants and recognize that they will have many, but likely not all, of the following attributes:

- No less than 10 years of leadership experience in an association, governmental agency, nonprofit, or similar professional setting.
- Possesses leadership qualities of emotional intelligence, entrepreneurship, adaptability, and innovation, as well as idealism, integrity, and passion for NASCSP's mission.
- Understanding of how federal grants are distributed to state partners; experience in a state or federal agency or division management is preferred.
- Knowledge of government relations and legislative process at state and/or federal levels.
- Proven record advancing diversity, equity, and inclusion initiatives. Brings a deep commitment to alleviating poverty through a lens of racial and gender equity.
- An effective "big-picture" thinker able to connect ideas with actions. Thinks strategically, forecasts trends, and spots patterns that others may not see.

- Facility with change management, transforming systems, tools, and processes that take an organization to the next stage of growth.
- A significant supervisory record coaching staff, developing high-performance teams, and setting an inclusive, positive workplace culture.
- An effective spokesperson for NASCSP's members. Capable of interacting with a variety of constituents, including partner organizations, state officials, and federal policymakers.
- Demonstrated success mobilizing coalitions, strategizing and securing support for new projects, partnerships, and funding relationships.
- Excellent organizational management, including with budgeting, financial management, human resources, contracts, and legal compliance.
- Experience in grants management, data-driven program evaluation, and quality assurance.
- Past work with or serving on a nonprofit board. Understands the importance of governance, board development, and collective decision-making.
- Able to travel frequently, approximately 20%, for conferences, events, and funder meetings.

#### **Considered a major plus**

- Content knowledge of CSBG, WAP, Community Action Agencies, and/or weatherization.
- A Certified Community Action Professional credential.
- Work experience with legislators on Capitol Hill.
- Work experience in a membership organization.
- A Certified Association Executive (CAE) credential.

#### **Location & Travel**

NASCSP is headquartered in Washington, DC, and the Board prefers an E.D. based in the DC region to facilitate working relationships with federal partners. The current NASCSP team is geographically dispersed and works remotely from home offices.

#### **Compensation**

Starting base salary in the range of \$175,000 to \$185,000, plus benefits such as health insurance, matched retirement savings, and ample paid time off.

#### **Application Process**

NASCSP is conducting this search in partnership with Good Insight, a national executive search firm serving nonprofits and associations. Interested applicants should upload a resume and a detailed cover letter to [www.good-insight.org/careers](http://www.good-insight.org/careers).

Resume reviews begin immediately. For best consideration, please apply by August 8, 2022. Early applications are encouraged due to the pace of the search, but the position will be open until filled. Please direct confidential inquiries to [NASCSP@good-insight.org](mailto:NASCSP@good-insight.org).

#### **Equal Opportunity Employer**

NASCSP is committed to recruiting and employing individuals without regard to race, color, religion, creed, age, gender, gender identity, sex, national origin, ancestry, marital status, pregnancy, familial status, ability, veteran status, sexual orientation, size, status with regard to public assistance, or genetic information.

We encourage applicants who identify as people of color, LGBTQ+, and/or disabled. Please contact [NASCSP@good-insight.org](mailto:NASCSP@good-insight.org) if you are in need of accommodations to apply.