



NAPPA Employment Opportunity

Association:	National Association of Public Pension Attorneys
Position:	Executive Director
Posted:	November 1, 2021
Application Deadline:	January 6, 2022
Final Interviews:	March 2022 (tentative)
Starting Date:	Summer 2022 (flexible)
Salary Range:	\$50,000-\$70,000 annually, part-time (approximately 16-20 hours per week)

About NAPPA:

The National Association of Public Pension Attorneys, NAPPA is the foremost professional and educational organization serving attorneys representing public pension fund clients. NAPPA provides educational opportunities and informational resources for its member attorneys, organizes and conducts educational conferences, and publishes a biannual newsletter. NAPPA was organized in 1987, and as of July 31, 2021, had 670 members.

NAPPA is governed by a nine-member executive board selected from the membership of the organization. The staff of the organization includes the Executive Director, Administrative Assistant, Administrative Technician and Administrative Aide (all of which are part-time). Additional information is available on the NAPPA website at www.nappa.org.

Position:

NAPPA is seeking candidates for the position of Executive Director. This is a part-time exempt position (approximately 16-20 hours per week) and reports to the Executive Board. Although the NAPPA administrative offices and staff are currently located in Jefferson City, MO, the organization will consider applicants from other geographic locations who are interested in working remotely.

The successful candidate will have senior management experience in a complex organization, e.g., pension fund, national association, law firm, insurance company, banking institution, or governmental agency. The candidate must also possess outstanding leadership attributes, the highest integrity and ethics, excellent communication skills, professional presence and maturity, and knowledge of issues concerning public pension plans.

Essential Activities:

- Represent NAPPA in the public pension community
- Work collaboratively with the Executive Board
- Organize, manage, and attend NAPPA educational meetings and conferences
- Edit and publish the biannual electronic newsletter
- Manage member relations and communications
- Maintain adequate accounting records, internal controls, audit processes, financial management, and tax reporting
- Evaluate, hire, and terminate service providers (e.g., hotels, caterers, accountants, auditors, IT providers, meeting procurement providers, etc.)
- Understand the culture and goals of NAPPA specifically and the public pension community generally
- Manage NAPPA staff and business operations
- Coordinate strategic planning for the organization

NAPPA Employment Opportunity (*continued*)

Minimum Qualifications:

- Bachelor's degree from an accredited college or university
- Ten years of experience in an executive role at a public pension fund or comparable management experience at an entity with common interests to the public pension industry
- Direct experience supervising staff both in-person and remotely
- Experience developing and managing a budget
- Experience reporting to or working closely with a board
- Strong computer skills
- Strong communications skills
- Must be a self-starter as well as possess the ability to work collaboratively

Desirable Qualifications:

- Bachelor's or master's degree in management, finance, economics, business, or related field
- Management experience in a public pension fund or association management experience
- Technology skills including familiarity with virtual conferencing applications
- Experience planning large group events (both live and virtual) and negotiating event contracts

Expected Competencies:

- **Accountability:** Accept personal responsibility for the quality and timeliness of work. Can be relied upon to achieve excellent results with minimal oversight and can be relied upon to report material issues to the Executive Board.
- **Adaptability:** Adapt easily to changing business needs, conditions, and work responsibilities. Adapt approach, goals, and methods to achieve successful solutions and results in dynamic situations.
- **Research:** Effectively identify, collect, organize, and document information in ways that make the information most useful for subsequent assessment, analysis, and evaluation by the Executive Board.
- **Results Orientation and Initiative:** Focus on results and desired outcomes and how best to achieve them. Identify what needs to be done and proactively take appropriate action to get the job done.

Background Check:

A background check will be required.

Application Deadline:

The deadline to apply is ***Thursday, January 6, 2022***. To apply for the position, submit the following information by the January 6 deadline:

- Cover letter specifying how you meet the qualifications and competencies listed above (no more than two pages).
- Current resume.
- List of at least three professional references (current and past supervisors preferred with current contact information).

NAPPA Employment Opportunity *(continued)*

The application materials must be delivered to: Susie Dahl, NAPPA Executive Director, 2410 Hyde Park Road, Suite B, Jefferson City, MO 65109 or electronically to susie@nappa.org. Application materials will be screened for the purpose of determining who will be selected for an interview.

Non-Discrimination:

NAPPA is committed to being an equal opportunity employer for all individuals, regardless of race, color, gender, gender identity or expression, creed, national origin, age, disability, marital status, sexual orientation, veteran's status, or any other protected category pursuant to applicable federal, state, or local law.

Communications:

Upon application, candidates should **not** communicate with members of the Executive Board concerning the employment opportunity; doing so may result in disqualification. Questions from candidates should be addressed to NAPPA's Executive Director by mail, email, or telephone as follows:

Susie Dahl, NAPPA Executive Director
2410 Hyde Park Road, Suite B
Jefferson City, MO 65109
573-680-4891
susie@nappa.org