

ACADEMY OF CRIMINAL JUSTICE SCIENCES (ACJS)
EXECUTIVE DIRECTOR

The Academy of Criminal Justice Sciences is seeking applications for the half-time position of **Executive Director**. The role of the Executive Director is to ensure the efficient and effective administration of the Academy. A full description of the duties of the Executive Director are at <http://www.acjs.org/page/FormsPolicyManual> in Policy 101.02. The position is expected to begin **July 1, 2017**.

The Executive Director's responsibilities include:

- Conference planning for the ACJS Annual Meeting in collaboration with the President, Executive Board, and Association Manager.
- Contract negotiations between ACJS and various business partners (e.g., conference hotels, publishers, etc.)
- Budget and financial planning in coordination with the President, Treasurer, and Association Manager.
- Develop partnerships with international and practitioner organizations.
- Initiate and participate in strategic planning initiatives.
- Provide support to the President, Executive Board, and the Association Manager to implement initiatives.
- Serve as the supervisor to the Association Manager.
- Advance the ACJS brand via marketing, partnerships, and other initiatives.

The following qualifications are required:

- Current ACJS membership
- Earned doctorate or terminal degree in criminal justice or a closely related field
- Demonstrated record of quality service to the Academy
- Demonstrated record of scholarly activity
- Well-articulated vision for the Academy
- Demonstrated ability to work and collaborate with others as a supervisor, employee, and colleague
- Demonstrated management/supervisory experience
- Willingness to travel

Interested candidates should submit a formal proposal to the Selection Committee no later than **May 15, 2017**. The proposal should include:

- Current curriculum vita
- Statement of vision for the Academy (up to 1000 words)
- Letter of application outlining qualifications, requested salary, and additional administrative support
- List of three references

The Executive Board of the Academy will appoint the Executive Director for a three-year term that may be renewed. The Executive Director salary is commensurate with experience and qualifications with additional reimbursement for required travel expenses and administrative support. This position does not include benefits. ACJS is an equal opportunity employer: Minorities and women are encouraged to apply.

Please forward electronic applications and direct requests for further information to:

Faith E. Lutze, Ph.D.
Department of Criminal Justice and Criminology
Washington State University
Phone: 509-335-2272
Email: lutze@wsu.edu