



## Job Announcement

**Job Title:** Executive Director

**Organization:** North American Association of Wardens and Superintendents (NAAWS)

**Location:** Remote with required travel to events and conferences

### Position Summary:

NAAWS, a 501(c)(3) non-profit organization committed to improving jail and prison operations across North America, seeks a visionary and results-driven Executive Director to lead its efforts. Reporting directly to the President, the Executive Director will oversee the organization's operations, strategic initiatives, and community engagement. This role ensures the association's mission is fulfilled through effective leadership, compliance with bylaws, and the development of educational and vocational opportunities that benefit both the corrections profession and the broader community.

### Key Responsibilities:

- Collaborate with the President and Board of Directors to implement NAAWS' vision and mission.
- Plan and manage the Annual Training Conference, including liaising with the host state, host hotel selection, and program coordination.
- Oversee the organization's financial health by reviewing monthly statements, monitoring budgets, and advising the President of financial matters.
- Supervise staff and coordinate volunteers to achieve organizational goals and a successful annual training conference.
- Enhance NAAWS' online presence, including maintaining the website, LinkedIn profile, and regular membership communications.
- Develop and promote educational and training programs in collaboration with institutional partners such as Sam Houston State University and ACA leadership.
- Organize the NAAWS Suite at ACA Conferences and foster relationships with sponsors and affiliates.
- Direct outreach efforts for initiatives such as the Warden of the Year and Medal of Valor awards.

- Drive membership growth and engagement while ensuring compliance with organizational bylaws.
- Represent NAAWS at public events and foster mutual understanding within the criminal justice system.

**Qualifications:**

- Proven experience in leadership, preferably within a non-profit organization; corrections, criminal justice, or related experience a plus.
- Strong financial acumen with experience managing budgets and fundraising initiatives.
- Exceptional organizational, communication, and interpersonal skills.
- Demonstrated ability to collaborate with diverse stakeholders and build partnerships.
- Familiarity with the operations and challenges of detention and correctional facilities is highly desirable.

**Benefits and Compensation:**

Compensation is commensurate with experience and will be determined by the Board of Directors and elected officers. Reimbursement for expenses incurred in the role will be provided.

**Application Process:**

Interested candidates should submit a resume, cover letter, and three professional references to Jeff Crawford, NAAWS Chairman of the Board at [jcrawford@abyonllc.com](mailto:jcrawford@abyonllc.com). Applications will be accepted until March 31st. Interviews of prospective candidates to be conducted April 14-16, 2025 during the NAAWS Annual Training Conference in Grand Rapids, Michigan.

**About NAAWS:**

NAAWS represents individuals and agencies involved in managing adult and juvenile detention and correctional facilities and agencies. Our mission is to protect communities by ensuring safe and humane environments for staff and offenders, fostering opportunities for self-improvement, and promoting collaboration across the criminal justice system.