

**THE COUNCIL OF STATE GOVERNMENTS
SOUTHERN LEGISLATIVE CONFERENCE**

TITLE: Director of Operations and Programs
REPORTS TO: Southern Office Director
LOCATION: Atlanta, GA
CLOSING DATE: January 7, 2012

The Council of State Governments (CSG) is a national, nonpartisan organization serving all three branches of state government officials and staff. Since 1933, CSG has provided a unique look into the issues shaping state policy and legislation from the national and regional perspectives. The organization offers unmatched opportunities for members to network and collaborate collectively to find solutions to common governmental problems.

www.csg.org

Regional by design, CSG is a national community with six offices across the United States.

The Southern Office of The Council of State Governments/Southern Legislative Conference

www.slcatlanta.org

Opened in 1959, the Southern Legislative Conference of CSG primarily serves legislators and legislative staff, as well as other state and elected and appointed officials, in its 15-member region. The mission of the Southern Office is to foster and encourage intergovernmental cooperation among its 15-member states. In large measure, the goals of the organization are achieved through the annual meeting of the Southern Legislative Conference, publications, leadership programs and policy positions.

Responsibilities of the Director of Operations and Programs include, but are not limited to:

- In conjunction with the executive director, oversees the day-to-day operations of the Southern Office
- Directly supervises operations staff including operations manager, administrative staff and select program managers
- Responsible for staffing, performance reviews and other human resources management functions for direct reports
- Serves as the liaison or point person between the Southern Office and the national, federal and other regional offices of CSG as required
- Oversees numerous aspects of the Southern Legislative Conference annual meeting and other meetings
- Identifies and pursues grant funding opportunities as well as writing grant proposals
- Fulfills key management role relative to the executive director and staff
- Interfaces with state government officials, staff, private sector individuals, vendors and hotel and convention visitors bureau across the South
- Other duties as assigned by the executive director

QUALIFICATIONS:

- Minimum of a Bachelor's degree in public administration, political science, business or related field; advanced degree or advanced degree coursework preferred
- Minimum of five years in an upper management position reflecting a record of progressively challenging leadership positions in nonprofit or governmental sectors
- Working knowledge of state government
- Technology savvy with an understanding of information technology applications and Microsoft Office Suite, including Access database management
- High caliber of both written and verbal communications skills
- Effective writing skills with a solid grasp of the English language and grammar usage, as well as proofing and editing skills for an array of publications
- High degree of organizational and managerial skills from clerical to administrative to other professional staff
- Working knowledge of communications technology and uses of social media
- Excellent interpersonal skills and demonstrated creative problem-solving skills
- Integrity and loyalty; highest ethical standards
- Ability to travel, often with short notice

SALARY:

Salary range for this position is \$60,000-\$68,000 annually based on qualifications and experience.

BENEFITS:

Benefits include major medical, dental and vision plans, as well as life and disability insurance. Paid vacation and sick leave, as well as paid holidays, also are part of the overall benefits package. Participation in a defined contribution retirement plan administered by TIAA-CREF is available to all full-time employees with an employer-sponsored contribution to the employee's plan. Minimal relocation allowance may be negotiable.

APPLICATION PROCESS:

To apply, click the link below and provide the following documentation in **Word or PDF** format:

- Cover letter demonstrating an understanding of the organization and salary history and expectations
- Resume
- Writing sample, or excerpt, of no more than five pages

<https://secured.csg.org/csg/jobs>

All applications must be received no later than **January 7, 2012**. Applications that do not include all requested documentation will not be considered.

CSG is an Affirmative Action/Equal Opportunity Employer