

Director of State Affairs  
National Guardianship Association  
Location: Virtual  
Salary: \$30,000  
Type: Part-time Salaried exempt employee position (40-60 hours a month)

The National Guardianship Association (NGA) makes it their mission to advance the nationally recognized standard of excellence in guardianship. NGA believes that those appointed to the care of guardians, conservators and fiduciaries deserve quality services and that every person should be provided respect, due process, rights, and dignity in guardianship. NGA represents more than 1,000 guardians, conservators and fiduciaries from across the United States. NGA is seeking a director of state affairs to serve as the outreach, marketing, and development individual for the Association.

Candidates must have at least a Bachelor's degree and a minimum 5 years of practice or service in guardianship or closely related field.

The ideal candidate will possess the following skills:

- Ability to identify, analyze, and evaluate issues and opportunities critical to guardianship.
- Ability to provide creative and proactive solutions with out-of-the-box thinking.
- Demonstrated ability to engage and develop volunteers to successfully implement plans and long-term objectives.
- Discipline and organization to successfully work without close supervision.
- Strong understanding of budgeting and financial forecasting.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **Operations**

- Maintains awareness of activities within the scope of overall organizational operations, priorities, and budget.

### **Outreach/Representation**

- Develops and maintains relations with other aligned associations, stakeholders, and government offices that have shared interests and/or have potential to provide information, support, contacts, and other resources that can help NGA achieve its goals. Keeps abreast of emerging issues of significance to guardianship.
- Help the Executive Committee identify NGA representatives to serve on various projects and outreach efforts with aligned organizations, including attending and/or presenting at state and national events, uniform law commission meetings, and various legislative bodies.
- Provide a point of contact for Members, State Affiliates, Media, Government Agencies and other parties who may contact NGA regarding guardianship issues, position statements, requests to participate in legislative hearings, or general membership concerns.
- Maintain regular contact with leadership of State Affiliates and participate in affiliate events as possible to foster strong connections and opportunities to grow membership.

- Develop volunteer base of NGA members as state/regional representatives to assist in building and maintaining relationships with state affiliates and to provide timely reports and information between affiliates and NGA leadership.

### **Development/Expansion**

- Develop strategies for growth of the organization measured by overall membership and affiliate relationships.
- Identify state affiliate and member needs, issues, and opportunities for developing new or expanded programs or services along with key resources needed to support those activities.
- Identify and build relationships with key stakeholders in non-affiliate states to work towards the development of new state affiliate organization.
- Identify and assist in implementing new technology platforms for delivering educational and support services to members and affiliates.
- Develop strategic partnerships to leverage opportunities for NGA materials and services to be utilized for education and support of court personnel, family guardians, and other constituencies.
- Develop strategies for new or expanded revenue streams, assist in implementation of new programs and services that provide economic support of the organization.
- Work with the Board of Directors in setting annual or longer term strategic goals, strategies of activities and programs to achieve these goals; objectives by which progress toward the goals will be measured; and forecasts of the resources necessary to implement.

This candidate will report directly to the President of the NGA Board.

Applicants should submit a resume, cover letter and salary history/requirement to be considered to Denise Ott [denise@atlasmgmtres.com](mailto:denise@atlasmgmtres.com) by March 31.