



## **Chief Executive Officer (CEO) Position Description**

### **Overview**

The Chief Executive Officer (CEO) is a seasoned organizational leader that articulates a compelling vision for the growth of national service and volunteer engagement via the state service commission network. The CEO is mission-focused and works to build the capacity of state service commissions and their programs. The CEO builds and deepens mutually beneficial relationships with external partners and stakeholders in a dynamic environment. The CEO exercises sound judgement in advancing the work and communicates effectively with the commission network and external partners. The CEO leads a dedicated team that prides itself on delivering a high level of support to its membership.

### **Position Responsibilities**

#### Network Advancement

- Position and strengthen the state service commission network through engagement and collaboration amongst network members
- Develop and maintain a beneficial relationship with the federal AmeriCorps agency to advocate for the interests of state service commissions and their programs and to recommend changes to streamline the administration of national service resources
- Present to various audiences on national service and volunteer engagement and facilitate solution-oriented dialogue to advance common goals within the state service commission network

#### Visionary Leadership

- Articulate a compelling vision for national service and volunteer engagement and the role of state service commissions in implementing the vision
- Identify and support the development of new initiatives to elevate the role of national service to address emerging community needs

#### External Relations

- Represent the work of ASC and the state service commission network as part of national initiatives and/or in partnership with other national nonprofit organizations
- Identify, cultivate, and steward relationships with donors and philanthropic funders
- Speak on behalf of ASC, state service commissions, and related work to various media outlets and formats.



### Public Policy

- In partnership with external consultant, develop and implement ASC's annual federal appropriations and legislative strategy, direct this work, and build relationships with key federal offices
- Lead efforts to expand and engage members of the States for Service coalition in advocating for efforts that grow national service and volunteer engagement nationwide
- Support efforts to expand state policy initiatives (funding and legislation) through engagement of the State Service Caucus, as well as providing technical support to state service commissions on such efforts
- Participate in meetings with federal and/or state elected officials and staff to promote, educate, and advocate for national service, state service commission, and volunteer engagement programming and funding
- Represent and speak at state and federal legislative hearings on behalf of ASC and the state service commissions network

### Organizational Leadership

- Lead development and implementation of the ASC Strategic Plan, including the development of annual staff workplans and reporting on progress during each ASC Board meeting
- Work collaboratively with the ASC Board of Directors to guide the work of the organization, through Board member recruitment, orientation, and organizing of all Board meetings
- Staff various Board committees, including the executive committee, finance committee, nominating committee, and resource development committee
- Develop and monitor the annual budget and financial operations in partnership with the finance committee, with approval by the Board of Directors
- Directly supervise other leadership team members, and provide additional support to other staff team members, including the provision of professional development opportunities
- Other duties as necessary within the scope of ASC's mission and strategic plan objectives

### **Desired Skills and Background**

- Seven to 10+ years of senior leadership experience
- Demonstrated experience with network/coalition building and ongoing engagement of a network
- Strong verbal and written communication skills
- Ability to articulate a compelling vision for the growth of the national service and volunteer engagement movement
- Familiarity with the public and/or nonprofit sectors
- Demonstrated public policy and advocacy experience at the federal and/or state level



- Ability to represent the interests of state service commissions and their programs to external audiences, including government/elected officials, funders, and other national organizations
- Knowledge of developing and monitoring budgets
- Strong record of developing and executing strategic plans from visioning to implementation
- Commitment to supporting an inclusive culture
- Ability to develop mutually beneficial partnerships with external stakeholders on behalf of the state service commission network
- Ability to navigate and shift course in a rapidly changing environment
- Track record in developing, supporting, and setting direction for an agile staff team
- Direct experience working in partnership with a Board of Directors
- Demonstrated success with revenue generation for an organization through philanthropic support, donor cultivation, and membership services
- Experienced facilitator/presenter both in-person and via webinar technology
- Ability to self-manage administrative tasks and use a wide variety of systems and software, including but not limited to, Apple products, Microsoft Suite products, Zoom, Basecamp, Dropbox, Google Drive, Microsoft Outlook, SurveyMonkey, etc.

### **Location**

This full-time position will be remote, based out of a home office in the United States. The CEO is expected to maintain reliable connectivity and a professional remote workspace.

Located in Central and Eastern Time Zones is preferred but not required.

Regular travel is required, including frequent engagement in Washington, D.C. and other locations across the United States, anticipated to average approximately once per month. The CEO will be expected to manage travel in a way that supports consistent presence, responsiveness, and engagement with partners, policymakers, and the ASC team.

### **Compensation**

Annual salary of \$150,000-\$165,000 based on experience and with the opportunity for merit-based salary increase and bonuses, as available. ASC offers a comprehensive benefits package, including health, vision, and dental insurance as well as a 403(b) plan with employer match.

### **To Apply**

Applicants should complete the [online application](#) and submit a cover letter and resume by COB midnight Eastern Time, May 29, 2026.



ASC is an Employer of National Service and encourages AmeriCorps, Peace Corps, and other national service alumni to apply. ASC is an equal opportunity employer. We are committed to creating a welcoming environment for our employees, volunteers, consultants, and network.

**About America's Service Commissions**

America's Service Commissions (ASC) is a nonpartisan, nonprofit association representing and promoting the 52 state service commissions across the United States with the mission to lead and elevate the state service network. ASC is a peer network of governor-appointed commissioners, along with staff from state service commissions.

State service commissions are governor designated public agencies or nonprofit organizations made up of more than 1,000 commissioners — private citizens leading the nation's philanthropic and volunteer movement — and administering more than 75 percent of the federal AmeriCorps funds to address pressing community needs. Learn more by [visiting our website](#).