

JCI USA Executive Director (Full Time Position)

Organization: [JCI USA](#)

Location: Remote (Up to 25- 35% Required Travel)

Position Type: Full Time

Total Compensation Range: \$70,000 - \$80,000

About JCI USA

The world needs better leaders. From regional wars to economic inequalities, we are seeing the effects of poor leadership around the world. JCI USA exists to provide a platform where young people can develop their leadership skills while creating projects, programs, and events that drive positive impact. We're looking to create accessible programs and development tools to provide young people with leadership development opportunities virtually and in person.

JCI USA (Junior Chamber International USA) is a nonprofit organization of young leaders and changemakers aged 18 to 40 who are engaged and committed to creating impact in their communities. Through targeted programs, events, and project management opportunities, we empower young leaders to create positive change locally and globally.

Position Overview

JCI USA is seeking a dynamic, mission-driven, and highly organized Executive Director to serve as the Chief Operating Officer of the organization. This role reports directly to the JCI USA National President and collaborates closely with the National Executive Committee and Board of Directors to execute the organization's vision, strategic plan, and operational priorities within the guidelines of these established bodies..

The Executive Director will provide leadership, coordination, and administrative oversight of JCI USA's programs, staff, partnerships, and events to ensure that objectives are attained, plans fulfilled and member needs are met. Within the scope of their authority, they provide management and leadership to achieve productive performance, forward planning and constructive, sustainable growth of the organization.

This position requires up to 35% travel for national and international events, sponsorship development, and partner engagement. The Executive Director serves as a non-voting member of the JCI USA Executive Committee, National Board of Directors, and the U.S. Jaycee Foundation Board of Directors.

The ideal candidate will be a collaborative leader with proven experience in nonprofit management, organizational growth, and operational oversight in a mission-driven environment.

Role Terms

This position will be offered on a full - time, annual, contract basis after a 90 day introductory period, with renewal subject to organizational needs, performance evaluation and budgetary approval. Contracts typically follow the calendar year, aligning with the JCI USA administrative cycle.

Key Responsibilities

Organizational Leadership

- Act as the senior staff leader, executing the strategic plan of JCI USA and annual plan of action.
- Provide regular reporting on the states and operations of the organization.
- Develop and implement internal policies and procedures related to management of the JCI USA staff and contracts which align with the organization's bylaws, policies and employee handbook.
- Collaborate with the National President, Executive Committee and Board of Directors to execute the budget and strategic vision of the organization.

Governance & Compliance

- Serve as a non-voting member to the Executive Committee, Bylaws and Finance Committees and Board of Directors, maintaining official meeting minutes and secure document records.
- Support the development and execution of the Strategic Plan and annual plan of action.
- Serve as a non-voting Trustee of the United States Junior Chamber of Commerce Foundation.

Staff & Operations Management

- Serve as the chair of the hiring committee for all staff positions. Includes the recruitment, onboarding, training, supervision and continuing education of all staff members in accordance with federal and state laws as well as the bylaws and policies of JCI USA.
- Oversee personnel performance, promotions, compensation (within guidelines) and employee handbook compliance.
- Ensure productive staff collaboration to executive national programs, events and initiatives.

Fiscal Management

- Assist with annual budget development and management alongside the National President and Treasurer.
- Administer finances responsibly, alongside the Treasurer, ensuring proper documentation and audit processes.
- Secure, manage and report on all assets and resources of the organization.
- Ensure all financial contract terms and conditions are fulfilled.

Program & Event Direction Oversight

- Direct the planning and logistics of the JCI USA Annual meeting and all national events.
- Provide staff and budget - aligned support to the national committees and program leaders.

Sponsorship, Marketing & Partnerships

- Support fundraising efforts and sponsorship development with partners and key stakeholders.
- Promote the mission and vision of JCI USA through the development of the brand based on membership experiences.
- Represent JCI USA in external meetings, conferences and high-level partnerships.

Required Skills and Experience

- Educational Background: Bachelor's degree in nonprofit management, communications, business or related field, or equivalent experience.
- 5+ years of executive level experience in a nonprofit, association, or mission-based organization.
- Proven leadership in strategic planning, governance and team management.
- Experience managing organizational budgets and financial reporting.
- Strong written and verbal communication skills.
- Highly organized, detail-oriented and able to manage multiple priorities.
- Comfortable working in a remote environment and collaborating across time zones.
- Willingness and ability to travel nationally and internationally up to 35% annually.

Preferred Qualifications

- Familiarity with JCI USA, membership-based organizations or international leadership organizations.
- Experience working remotely and leading remote teams while working with volunteer boards.

Hiring Process

The hiring process will include:

- A 1:1 Interview with the JCI USA Executive Director
- A Panel Interview with JCI USA hiring committee
- Checking of listed references and a background check
- Finalists will be asked to provide a sample of work. The work sample is an opportunity for the candidate to demonstrate their skill level for specific critical skills and knowledge or ability as noted in the position description

How to Apply

Interested candidates are invited to submit their resume, a cover letter detailing their relevant experience, and any samples of previous work through the application link.

Join us at JCI USA and contribute to our mission of empowering young leaders to create positive change in their communities and the world. Together, we can make a lasting impact!

—

JCI USA is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.