# POSITION DESCRIPTION

# Chief executive officer, corporation for national and community service

|  |
| --- |
| **OVERVIEW** |
| Senate Committee | Health, Education, Labor and Pensions |
| Agency Mission | To improve lives, strengthen communities and foster civic engagement through service and volunteering. |
| Position Overview | The chief executive officer has the powers and duties of the Corporation for National and Community Service (CNCS) that are not reserved to the board and has authority and control over all of the agency’s personnel. |
| Compensation | Level III $168,400 (5 U.S.C. § 5314)[[1]](#endnote-1) |
| Position Reports to | The CNCS is an independent agency. The Chief Executive Officer serves at the pleasure of the President. |
| **RESPONSIBILITIES** |
| Management Scope | In fiscal 2020, CNCS had a budget of $1.1 billion and 426 full-time equivalent employees. |
| Primary Responsibilities | * Prepares and submits to the board a strategic plan, and annual updates to it, with respect to the agency’s major functions and operations.
* Prepares and submits to the board a proposal on grants and allotments, contracts, other financial assistance, and the designation of positions as national service positions that are approved as necessary or appropriate for carrying out the national service laws; additionally, makes those grants and allotments, enters into the contracts, awards other financial assistance, makes the payments, and designates the positions approved as national service positions, Summer of Service positions and Silver Scholar positions that are necessary or appropriate for carrying out the national service laws.
* Prepares and submits to the board a proposal on the regulations, standards, policies, procedures, programs and initiatives necessary or appropriate for carrying out national service laws; establishes these standards, policies and procedures; and establishes and administers these programs and initiatives.
* Prepares and submits to the board a plan for evaluating programs established under the national service laws; establishes measurable performance goals and objectives for these programs; and provides for periodic evaluation of the programs to assess how and to what extent these goals and objectives are achieved.
* Consults with appropriate federal agencies in administering the programs and initiatives.
* Prepares and submits to the board an annual report, and interim reports as needed, describing the major actions of the chief executive officer with respect to agency personnel as well as standards, policies, procedures, programs and initiatives.
* Provides for studies and demonstrations that evaluate, and periodically prepares and submits to the board a report with recommendations on issues related to the organization and administration of programs authorized under the national service laws service programs.
* Bolsters public awareness of, and recruitment efforts for, the wide range of service opportunities for citizens of all ages, regardless of socioeconomic status or geographic location (42 U.S.C. § 12651d).
 |
| Strategic Goals and Priorities | [Depends on the policy priorities of the administration.] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * An understanding of national service.
 |
| Competencies | * Excellent relationship building skills, for working with heads of large nonprofit federations, board members, the White House and the Office of Management and Budget.
* Ability to work well with a board comprised of 15 Senate-confirmed members holding varying views on national service matters.
* Strong communication and public-speaking skills for working both internally and externally.
* Strong management skills and ability to work with labor unions.
* Culture carrier.
* Change agent.
* Strategic thinking skills.
* People person.
 |
| **PAST APPOINTEES** |
| Barbara Stewart (2018 to 2021) – Trustee & Executive Director, Bowe-Stewart Foundation; Senior Vice President of Government Relations, JPMorgan Chase; Vice President, Fleishman-Hillard |
| Wendy M. Spencer (2012 to 2017) – Member, My Brother's Keeper Task Force, Executive Office of the President; District Representative, Office of Representative Charles F. Hatcher, House of Representatives; Member, President's Council on Service and Civic Participation, Department of the Chief Executive Officer, Corporation for National and Community Service |
| Patrick Alfred Corvington (2010 to 2012) – Senior Associate, The Annie E. Casey Foundation; Executive Director, Innovation Network; Research Associate, The Urban Institute |

1. The Consolidated Appropriations Act, 2021 (Public Law 116-260, December 27 ,2020), contains a provision that continues the freeze on the payable pay rates for certain senior political officials through January 1, 2022. The compensation information is based on guidance from the Office of Personnel Management and can be accessed [here](https://www.chcoc.gov/content/continued-pay-freeze-certain-senior-political-officials-4#:~:text=Section%20748%20of%20division%20E,on%20December%2031%2C%202020%2C%20by). If you are selected for this position, please consult the agency’s HR representative for further guidance on compensation.  [↑](#endnote-ref-1)