

Executive Director

Tennessee Association of Chiefs of Police

JOB SUMMARY:

Under the general direction of the Board, the Executive Director serves as the association's chief executive officer to plan, organize, direct, and control the activities, operations, and business of the Tennessee Association of Chiefs of Police (TACP). Works closely with the Board to promote and implement organizational goals and objectives while maximizing the collective strength of the membership. Exercises general and participative management of the business of the association in accordance with the adopted policies, bylaws, direction, and instruction of the Executive Committee and Executive Board.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Represents and serves as spokesperson for the association.
- Prepares, submits and monitors the annual budget with Executive Board oversight.
- Develops and implements membership goals.
- Works closely with various committee chairs to further the objectives of the association.
- Oversees the membership training, education, and publications produced by the association.
- Increases the association's effectiveness by facilitating communications among and between the committees and Board.
- Coordinates with the association president in developing meeting agendas and reporting to the board.
- Consults regularly with the president and Board regarding significant issues that impact the conditions and operation of the association.
- Provides staffing support of the President of the TACP, as needed to accomplish the goals of the association, including implementation of the strategic plan
- Maintains availability for consultation with individual chiefs and members as required.
- As directed by the Board, serves as a spokesperson for the association.
- Works closely with legislators, state officials, contractors, and others to promote association alliances and legislative efforts.
- Oversees the overall operation of the association, including administrative (budget, finance) and program service functions (publications, conferences, and training, legal and legislative, law enforcement and special services to member chiefs and their staffs).
- Maintains and oversees the implementation of the strategic plan and provides performance toward achieving the goals periodically, but not less than semi-annually to the Board.
- Oversees association involvement with agencies, commissions, or associations of national, state, and local governments in order to represent association membership interests.
- Oversees all agreement contracts and other business-related contracts in consultation with the Board.
- Oversees all programs related to the association, including all grants functions.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

- Maintains customer confidence and protects operations by keeping information confidential as required and appropriate.
- Anticipates, advises, and responds to the Board on emerging issues impacting the association.
- Meets with various government officials, other association directors and interest groups to further the goals of the association.
- Acts as liaison to local and national law enforcement agencies, other associations, the media, and governmental agencies.
- Develops and implements policies and procedures to keep membership advised of association activities.
- Oversees planning of association meetings, conferences, and workshops; attends meetings for the purpose of determining the needs of individual and collective police agencies.
- Identifies and coordinates available resources to further the operations and goals of the association.
- Identifies and uses appropriate technology to disseminate information.
- Under the direction of the Board, and in consultation with general counsel, enters into contracts and partnerships on behalf of the organization.
- Develops policies and procedures to ensure compliance with local, state, and federal laws.
- Recommends and implements the financial directives of the Board.
- Manages the day-to-day expenditure of funds and revenue receipts in conjunction with approved fiscal policy.
- Monitors activity and legislation related to law enforcement and reports emerging trends to the Board.
- Coordinates and manages the activities of the association accreditation program.
- Develops sources of funding and sponsorships for the association.
- Provides day to day oversight of TACP staff members.
- Provides empathetic leadership and personnel development opportunities for staff.

QUALIFICATION REQUIREMENTS: The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge:

- Management principles and practices including fiscal planning and control.
- Personnel management principles and practices.
- Structure of local government and the legislative process in the state of Tennessee.
- The functions of law enforcement and the law enforcement culture.
- The functions of local and state government as it relates to cities and police agencies.
- The functions of state and local legislative processes.
- Recent legal and fiscal developments related to law enforcement and association (501c3) organizations.
- Operational, fiscal, and legal association requirements.

Abilities:

- Plan, assign and direct the work of staff to meet program goals.

- Develop project management plans and reporting on major initiatives, grants and programs
- Communicate clearly and effectively, orally and in writing.
- Select, supervise, train, and evaluate staff.
- Prepare and monitor budget and develop meaningful business reports reflecting a clear status of the association's financial status.
- Effectively represent the Association to diverse individuals and groups.
- Further the collective needs of the Association while addressing individual member needs.
- Keep the Board of Directors advised of all relevant developments.
- Demonstrated ability to work with managers, administrators, and issues experts.
- Demonstrated ability to work with legislative offices and contractors.
- Demonstrated ability to summarize the work of diverse committees and work groups clearly and accurately into deliverable outcomes and products.
- Excellent oral and written communication skills.
- A comprehensive knowledge of budgets, budget planning and accounting principles.
- Excellent project management and planning skills.
- An appreciation of current computer technology and its role in association management.
- Demonstrated ability to work with others in a cooperative and positive manner.
- Demonstrated ability to build trust, clarity, and transparency.
- Demonstrated ability to persuade others to a point of view.
- Demonstrated ability to make sound decisions.
- Demonstrated ability to manage others in a positive and goal-oriented fashion.
- Demonstrated high level of integrity supported by sound professional ethics.
- The background to obtain appropriate surety bonding.

EDUCATION and EXPERIENCE:

Any combination of experience and education that would provide the required knowledge and abilities would be deemed qualifying.

It is anticipated that the successful candidate would have the following education:

Bachelor's degree from an accredited 4-year degree-granting college or university in management, accounting, public policy and administration, finance, legal studies, criminal justice administration, or otherwise acceptable education enabling successful performance of duties. Master's Degree strongly desirable in business, government relations, law enforcement or police science, or area related that will complement desired knowledge, skills, and abilities associated with job qualifications.

It is anticipated that the successful candidate would have the following experience:

At minimum five years of experience in a criminal justice agency at an executive level performing sophisticated advocacy, association management, and consensus building among large groups with diverse interests; or at minimum three years executive/assistant executive director experience leading a public sector association serving broad membership with legislative and membership interests impacting law enforcement. Preference may be given related to 501c3 experience.

Any combination of documented experience or education that provides evidence of the required skills, knowledge or experience requirements listed above. A minimum of 5 years working in the legislative / political environment at the state level is strongly desired.

Please email Resumes and Cover Letters to Molly Turner molly@tarp.org