

## **Executive Director**

The Executive Director of the Tennessee Sheriffs' Association (TSA) is responsible and accountable for overseeing the association's overall operations, including administrative and program service functions. Responsibilities include managing finances, human resources, and directing programs related to publications, conferences, legal and legislative matters, and law enforcement support. The Executive Director also serves as a key representative for the association. In addition, the Executive Director shall lead the overall strategic direction, operations, programs and the financial health of the association. The Executive Director reports directly to the President and the Board of Directors.

The “essential skills and requirements” include the following:

### **Business Management**

1. Experience in association management
2. Experience in a membership program for an association
3. Experience raising funds for an association
4. Experience in managing staff
5. Experience in policy development
6. Experience in strategic planning and management

### **Accounting and Budgeting**

1. Proficiency with internal control protocols and accounting principles
2. Ability to interpret financial data, reports and tax filings
3. Experience in obtaining and managing grants
4. Experience in developing and managing financial projects and operating budgets.

### **Technology Competencies**

1. Office management software (Microsoft Office Suite)
2. Accounting software (QuickBooks)
3. Membership management software
4. Analytical software (excel, project management, scheduling)

5. Inventory control software
6. Proficiency in managing technical data, planning and budget management

### **Educational Achievement**

1. Undergraduate degree (Business or Political Science major preferred); or
2. Master's degree or PhD;; or
3. Law Degree

### **Communications and Publications**

1. Experience with developing a communications strategy and plan
2. Experience with newsletter software
3. Communications with business, government entities, and partners

### **Leadership and General Management**

1. Experience working with board of directors
2. Experience in public engagement, speeches and prepared testimony
3. Experience working with staff members
4. Experience in legislative affairs

### **Selection Process**

Successful candidates advancing from initial application will be required to participate in virtual and in-person interviews. The in-person interviews will be for finalists and will take place at the TSA Headquarters in Lebanon, Tennessee. Finalists will be provided transportation, meals and lodging by the TSA if needed.

### **Compensation Package for Executive Director**

The Executive Director Compensation package includes the following:

- Competitive salary range from \$123,000 to \$174,000
- TSA provided vehicle

- TCRS retirement
- Paid Holidays
- COLA (if approved by the Board)
- Three weeks of paid leave
- Sick Leave
- Performance Bonus (if approved by the Board)

### **Application Instructions**

Qualified candidates should submit the following materials to [directorsearch@tnsheriffs.com](mailto:directorsearch@tnsheriffs.com) by February 13<sup>th</sup>, 2026; and,

1. Cover letter describing relevant leadership experience and why you should be considered for the position
2. Resume/CV
3. Five professional references
4. Include Executive Director Application-TSA in the subject line
5. Email documents to [directorsearch@tnsheriffs.com](mailto:directorsearch@tnsheriffs.com)

**The successful applicant must comply and agree with a criminal and background investigation and undergo a pre-employment drug screening**

The Tennessee Sheriffs' Association is an Equal Opportunity Employer and considers applicants for all positions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by law. We value diversity of opinion, experience and backgrounds. All qualified applicants will receive consideration for this position. We are also committed to compliance with all fair employment practices.