

**Federal Law Enforcement Officers Association (FLEOA) Position Description – Executive Director –  
June 2024**

**POSITION DESCRIPTION:**

**SUMMARY:** Executive Director (ED) is responsible for implementing the policies set by the Board of Directors and serves as the ED of the Federal Law Enforcement Officers Association (FLEOA). The ED works to advance FLEOA's mission by overseeing its strategic goals and maintaining overall responsibility for the administration and management of the organization. The ED will be a progressive, engaged collaborator who will drive and foster a culture where volunteer leaders and staff work together to advance the organization's mission.

**ESSENTIAL ATTRIBUTES, DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

**MISSION, GOALS and OBJECTIVES.** Be a strategic, action-oriented, organizational leader aligning people, processes, and strategy to accomplish the mission. In partnership with the Board of Directors, monitor and evaluate the mission, vision, values, strategic plan, goals and strategies.

**GOVERNANCE:** Be an organizational visionary and change agent that has a broad, pervasive perspective of FLEOA's history and at the same time recommend improvements to meet the mission of each FLEOA entity. Recommend policies, procedures, provide information, advice, and counsel to the Board of Directors in creation of policies, programs, and strategic directions of FLEOA. Provide support for all activities associated with the Board of Directors, including staffing for all Board and Committee meetings, meeting schedules, locations, development of agenda, and supporting materials.

**ORGANIZATIONAL STRUCTURE and DOCUMENTS:** Structure FLEOA to accomplish the strategic plan, aligning human resources, culture, budget, processes, and strategy. Create an exciting action agenda, be able to make hard decisions, and foster an environment where positive changes will be embraced. Regularly review organizational compliance with State and Federal statutes and regulatory agencies, insurance, etc. Regularly review by-laws, policies, procedures and other documents to ensure they are up to date and aligned with the structure of the organization.

**SERVICES AND ACTIVITIES:** Demonstrate the ability to balance necessary innovation, operational and organizational stability in programs, services, and activities. Ensure that services meet FLEOA and other target group's needs. Develop business plans and processes to plan, execute, monitor, and evaluate the programs, services, and activities of the organization.

**HUMAN RESOURCES:** Be the chief employee leader and foster a supportive culture where staff and volunteers work together to strengthen FLEOA into the future. See that the organization is effectively staffed with both in-house staff and outsourced resources. Lead staff and contractors in the development and implementation of both short and long-range plans, policies and other activities. Empower staff and volunteers to achieve success/results. Implement appropriate personnel and contracting practices, opportunities for professional development, evaluation of all personnel and contractors. Create a positive work environment that values training and professional development of its employees. Promotes teamwork, coordination, collaboration while maintaining high standards and holding people accountable to those high standards.

COMMUNICATIONS/MARKETING. Must be an excellent public speaker to both small and large audiences. Have an open personal style, be a resilient listener without losing sight of priorities. Develop external and internal communications in relation to the goals, programs, products, and services of FLEOA. In partnership with the Board of Directors, serve as the spokesperson of the organization with supporters, media, and other key groups.

QUALIFICATION REQUIREMENTS:

- A Bachelor's Degree required, an advanced degree a plus.
- 15+ years of extensive experience in progressively responsible management/executive positions; professional experience with a nonprofit organization is strongly preferred.
- Demonstrated understanding of, and commitment to, the policing profession and must possess a strong commitment to the FLEOA vision and mission.
- Must possess strong business acumen with demonstrated knowledge of contemporary fundraising/communication strategies.
- Must have experience with budget development and compliance.
- Must possess strong strategic thinking skills and analytical capabilities.
- Must possess strong communication skills and have experience working with the media.
- Must be willing to travel.
- Must be able to lead a diverse group towards a common goal while still listening to Directors' and stakeholders' needs.
- Must have a high reputation as an unbiased leader with a proven track record of success.
- Must exude strength of character and the highest standards of integrity, and not possess a criminal history.
- Must be results oriented with superior organizational, managerial, and interpersonal skills.
- Must have demonstrated ability to initiate and execute new concepts and ideas.
- Must have proficient computer skills
- Must have proficient writing skills.

COMPENSATION, BENEFITS AND WORKING CONDITIONS:

• This is a full time, exempt position. Salary range is \$130,000 - \$150,000 based on experience. Position will involve an increased workload during the National Police Week (mid-May) and as other events may dictate.

APPLY: If interested in being considered for the position, please send your cover letter stating salary requirement and resume in PDF format via email to [Resumes@FLEOA.org](mailto:Resumes@FLEOA.org) by August 12, 2024.

*It is the policy of FLEOA not to discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, or veteran status.*