



OUR MISSION:

*To Foster a Continuity of Voluntary and Professional Leadership
for the Nonprofit Sectors of the United States and Canada*

Olympia, Washington

Washington Fraternal Order of Police

Position Profile:

Executive Director

About The Organization

The Washington Fraternal Order of Police, based in Olympia, Washington, is a 501(c) 8 non-profit statewide association, affiliated with the national Fraternal Order of Police, whose membership is comprised of over 300,000 police officers. For more than 100 years, the Fraternal Order of Police has been committed to supporting those who have dedicated their careers to protect and serve our communities as law enforcement officers by providing legislative representation, insurance products, and labor/legal/defense services.

Founded nationally in 1915, as an organization to improve police working conditions, the Fraternal Order of Police today is the only professional law enforcement organization in the State of Washington that represents all of law enforcement regardless of your position or agency. WAFOP looks out for those who look out for others.

Throughout the years, WAFOP's statewide law enforcement advocacy has represented our membership of over 3,000 individual officers and 27 different local lodges in hundreds of legislative efforts to support police officers.

WAFOP has, for decades, worked hard to defeat bills that would take away Law Enforcement Officer and Fire Fighter Plan 2 (LEOFF 2) pension benefits and to support bills that would improve pension benefits for law enforcement officers in the State of Washington. Along with the pension legislation, there are numerous other issues that WAFOP monitors throughout each legislative session, including collective bargaining, arbitration, workplace changes, criminal justice issues and funding for law enforcement officer training.

WAFOP works closely with other law enforcement advocacy groups including the Washington Council of Police and Sheriffs (WACOPS), Council of Metropolitan Police and Sheriffs (COMPAS) as well as the Washington State Patrol Troopers Association. Since the fire fighters share the pension system, WAFOP partners with the Washington Council of Fire Fighters on LEOFF legislative issues.

WAFOP also provides a great deal of other valuable services to its members, through three related organizations, as follows:

1. Through the National Fraternal Order of Police, WAFOP members have access to a National Legal Defense Fund for Civil and Criminal cases, on both an individual and/or group basis, as well as access to labor negotiation services.
2. The Washington Fraternal Order of Police Memorial Foundation:
 - Supports police officers and officers' families who are hurt or killed in line of duty.
 - Provides an honor guard and provides training for officer safety and critical incident stress management.
 - Provides a Scholarship Assistance Program, in which each year WAFOP awards 7-8 scholarships to Washington college students on the basis of financial need and academic success
3. Western States Police Insurance provides officers access to a full range of insurance coverage, including:
 - Disability Insurance
 - Short & Long Term Disability Insurance
 - Health Insurance Plans
 - Automobile insurance
 - Home insurance
 - Life insurance
 - Long Term Care insurance

Additional information about WAFOP can be found at <http://www.wafop.com>

Structure and Leadership

A 501(c)(8) nonprofit organization, WAFOP is governed by a nine member Board of Directors, consisting of its officers and board members representing geographical regions of the state. The Executive Director reports to the board of directors, and, the organization also retains a contract lobbyist who works in collaboration with the ED and the legislative committee. To achieve its growth objectives, the board has also budgeted for and approved that the new ED may potentially hire a half-time membership/communications manager, to be able to fully communicate and provide services to the membership.

WAFOP maintains a strong balance sheet with approximately two years' worth of cash reserves, and its annual budget hovers around \$300,000. While its financial position is stable, the organization strives to grow its membership revenue to be able to offer greater services to its members.

The Position and Priorities

The successful candidate will lead an association that is part of a well-known national organization with more than 300,000 members and a strong 100+ year old history.

The Executive Director (ED) is expected to spend the majority of his/her time focusing on the following strategic priorities for the first 18-24 months of his/her tenure:

Grow the organization and help manage such growth as the roles and responsibilities of the board change with commensurate growth of functions managed by staff members. Currently, members of the WAFOP executive board perform all duties associated with the day to day operations of the organization. The executive director will lead the evolution of the management of the WAFOP with a paid staff, transitioning operational roles largely away from the volunteer board. In collaboration with the board leadership, the ED will help guide the board toward appropriate governance roles. The successful candidate will be expected to conduct a thorough organizational assessment and deliver their analysis on the current status of the key processes and programs of WAFOP to the Board of Directors within 90 days of employment. Within six months, the successful

candidate will create, based on the outcomes of the assessment and close communication with the board of directors and key constituents, an annual operating plan for Calendar 2019 which identifies specific areas for growth with measurable goals and an implementation process and timeline.

Grow the membership by promoting WAFOP programs and benefits. The ED will develop and implement a strategy to retain members and recruit new members, and provide services to new and existing members. The successful candidate is expected to be a highly visible, easily approachable and accessible representative of WAFOP's mission throughout the state. The ED and membership/communications manager will need to convey the significant value of membership benefits, including:

- Labor Services, where the FOP provides labor representatives and attorneys who assist members with contract negotiations and other collective bargaining-related needs.
- A robust disability insurance plan, to assist members who suffer an injury and cannot work.
- The most financially stable police legal defense plan available, offering legal protection for officers who are charged criminally, civilly, or administratively for actions performed in the line of duty.

Support and strengthen state legislative efforts, including working with the Legislative Chair to develop a legislative agenda, building political coalitions and a network of statewide supporters, and raising WAFOP's profile among key legislators. The WAFOP invests heavily in state and national political activities involving the well-being of law enforcement officers. The executive director will be expected to contribute significantly to legislative and lobbying efforts, and will manage the recruitment and selection of a contract lobbyist, if necessary.

Improve communication with members around the state, including better understanding their needs and better marketing of WAFOP as a resource for meeting those needs. The executive director will lead the effort to build a robust and consistent communication network between the leadership of the organization and its members, potential members, and members of the public who support the vision and values of the WAFOP. This is likely to require experience or knowledge of contemporary non-profit software solutions to manage and leverage data, and to work with various social media platforms, websites, and email. The executive director will coordinate and participate in meetings and presentations, and work with regional representatives of the WAFOP to assist with this effort.

Maintain and strengthen benefit packages for members. The WAFOP owns and operates an insurance company. The executive director will work with experts in the field to consistently challenge the status quo and continually strive to increase the benefits and programs available to the membership.

Experience, Skills and Attributes

Reporting to the Board of Directors, the ED provides leadership for the organization, and is responsible for the overall management, financial performance, accountability, and administration to ensure the organization achieves its goals, according to board approved policies and procedures. While legislative success is dependent upon the advocacy efforts of the WAFOP board and membership, a great deal of responsibility for the legislative program falls on the ED and the staff s/he manages.

The ideal candidate will have excellent people and communication skills in order to develop, build and maintain strong relationships with members, legislators and other key stakeholders who have widely divergent opinions. The ED should have proven nonprofit management skills, and be a collaborative team builder who will empower and support the board and membership, utilizing their collective skills

and experience.

Preferred qualifications include:

- A Bachelor's degree in public, non-profit, or business management, political science or similar field. Five years progressively responsible experience in nonprofit management and leadership. Educational qualifications may be waived depending on work history.
- Demonstrated leadership skills in empowering staff and board to play strong roles to achieve organizational goals. Demonstrated team-building skills, including facilitation of groups, meetings and processes among stakeholders with widely diverse viewpoints that are expressed passionately.
- Experience with legislative advocacy, including successful relationships with legislators on both sides of the aisle. Experience writing testimony and assisting members to do so.
- Excellent written, oral and social media communication skills at all levels, with staff, board, and community stakeholders. An engaging personality and communication style and a proven willingness to initiate open and collegial communications with diverse law enforcement professionals.
- Experience working with a board and staff to develop and successfully implement a mission-driven strategic plan and annual operating plans which are monitored for progress according to plan.
- Experience in association management, labor or management in a related field. Familiarity with the culture of law enforcement is preferred but not required.
- Experience managing a budget and staff, including monitoring progress toward goals with necessary accountability systems.
- Experience in public speaking with an engaging speaking style.
- Knowledge of non-profit compliance, laws and regulations.

Job Requirements

- Valid driver's license, safe driving record, current vehicle insurance, and ability to use personal vehicle for WAFOP business.
- Ability to work from one's home office
- Willingness to travel within Washington and to national conferences and trainings.
- As this position involves working with police across the state, the executive director is expected to reflect the values and interests of its members. A criminal background check will be conducted after an initial screening of applicants.

Working Conditions

Work is performed typically in an office environment and a variety of settings among diverse stakeholders and audiences. A considerable amount of time will be spent in meetings, at a computer screen for extended periods, and speaking in public. Frequent use of phones and e-mail will be required to communicate with stakeholders. Frequently works outside normal working hours and will drive due to work performed with donors and other stakeholders in the community. Occasional travel out of town and out of state will be required.

Compensation: \$85,000-\$100,000 DOE, plus medical, dental and vision coverage, and four weeks paid time off (PTO).

Application Process

To apply, interested candidates should e-mail resume, cover letter and salary requirements to: execsearchwafop@thirdsectorcompany.com
(E-mail applications are required)

Other inquiries may contact:

Jan Glick

jglick@thirdsectorcompany.com

(206) 276-7174

Washington Fraternal Order of Police is an Equal Opportunity Employer and makes its hiring decisions without regard for race, ethnicity, gender or sexual orientation.

PLEASE NOTE:

The Washington Fraternal Order of Police has retained Third Sector Company as its professional executive search partner for the recruitment, screening, and support activities leading to the hire of its Executive Director. This Position Profile has been approved by the Washington Fraternal Order of Police as a public document for distribution. Third Sector Company is not responsible for omissions, modifications or any misunderstanding that may arise from unauthorized edits or misinterpretation.

Please contact Third Sector Company for additional information.