

Executive Director

National Liquor Law Enforcement Association

The National Liquor Law Enforcement Association (NLLEA) is a non-profit association of law enforcement personnel dedicated to the enforcement of liquor laws and regulations. The NLLEA has a membership structure that is open to all levels of persons involved in enforcing liquor laws in the United States and Canada.

The NLLEA is committed to improving the standards and practices of liquor law enforcement, to the professional development of its members, and to public recognition of the role and achievements of liquor law enforcement in protecting and promoting public safety. The NLLEA actively collaborates with other national law enforcement organizations and with state and local law enforcement organizations to enhance understanding of the overall importance of liquor law enforcement in preventing crime and community problems. In addition, the NLLEA fosters a cooperative and mutually beneficial working relationship with alcohol research and public health organizations and with responsible members of the liquor industry. We consider these groups to be amongst our closest allies in ensuring that alcoholic beverages are promoted, distributed, and consumed in a legal fashion.

The Executive Director is the key management leader of the NLLEA. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include administering current grants and contracts, seeking new funding opportunities, overseeing the day-to-day operations of the Association, including annual conference, training symposium, and event planning and member communications and outreach. The position reports directly to the Executive Board.

GENERAL RESPONSIBILITIES:

1) Executive Board:

Works with the Board to fulfill the Association's mission. Responsible for leading the NLLEA in a manner that supports and guides the organization's mission as defined by the Association by-laws and the Executive Board.

Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2) Financial Performance and Viability:

Develops resources sufficient to ensure the financial health of the organization. Responsible for the fiscal integrity of the NLLEA, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.

Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

Responsible for seeking and applying for grants, contracts and cooperative agreements and developing other financial resources necessary to support the NLLEA's mission.

Responsible for managing acquired grants and contracts, to included managing finances and resources within the scope and requirements of the projects.

3) Organization Mission and Strategy:

Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

Responsible for implementation of NLLEA's programs that carry out the organization's mission.

Responsible for ensuring the Association is adhering to its strategic plan and reporting progress to the NLLEA Executive Board.

Responsible for the enhancement of the NLLEA's image by being active and visible in the liquor law enforcement community and by working closely with other local, state and national organizations.

4) Organization Operations:

Oversees and implements appropriate resources to ensure that the operations of the organization are efficient and effective.

Responsible for the hiring and retention of competent, qualified staff.

Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

REQUIRED QUALIFICATIONS:

A bachelor's degree

Work experience in a non-profit organization

Prior budget management experience, including budget preparation, analysis, decision-making and reporting

DESIRED QUALIFICATIONS:

Five or more years senior nonprofit management experience

Experience in planning, delegating, program development and task facilitation

Ability to convey a vision of the NLLEA's strategic future to staff, board, volunteers and members

Knowledge of grant writing strategies and interagency relations unique to the nonprofit sector, including successful acquisition of and completion of a grant and/or contract

Skills to collaborate with and motivate staff and board members

Strong written and oral communication skills

Ability to interface and engage diverse membership

Experience coordinating and planning varying sized events

Strong public speaking ability

Understanding of evidence-based research and information on the role of alcohol law enforcement in protecting and promoting public safety, including for the prevention of impaired driving and other alcohol-related harms

Understanding of various alcohol enforcement and regulatory systems, enforcement operations and strategies and how these systems and operations interact with other law enforcement agencies, community coalitions, health agencies, and others.

JOB RESPONSIBILITIES:

Planning and operation of annual budget.

Implementation of the strategic plan.

Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the Association.

Serving as NLLEA's primary spokesperson to the organization's members, the media and the general public.

Establish and maintain relationships with various organizations throughout the country and utilize those relationships to strategically enhance NLLEA's mission.

Report to and work closely with the Executive Board to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the Association nationally.

Oversees all federally funded projects and ensures deliverables are successfully completed on time. Is often the lead for conducting the work association with the funded projects, including but not limited to collecting data, creating materials, conducting presentations, and writing reports.

Coordinates and supervises staff and overall tasks in all day-to-day activities of the NLLEA, including membership, website, communications, annual data collection, and finances.

Oversees the successful coordination of the Association's annual conference.

Oversees the NLLEA Training Symposium and other training opportunities.

Plan and participate in monthly conference calls with the Executive Board and submit monthly progress and financial reports to the Executive Board.

Review and approve contracts for services.

Engage in membership recruitment and management.

Willing to travel, including using varying modes of transportation and overnight stays.

Other duties as assigned by the Board of Directors.

Exemption Type, Salary, and Location

Exempt position (100% FTE) and the anticipated salary range is \$78,000 to \$94,000, commensurate with experience and other qualifications. The preferred work location for the Executive Director is the DC Metro area, but candidates who demonstrate that they can work remotely (within the US) will be considered.

To apply

Submit your resume (no more than two pages) and a one-page cover letter to EDPosition@nllea.org. Position will be open until filled; phone interviews will be scheduled as qualified candidates are identified but will not be scheduled with candidates who do not submit both a cover letter and a resume. The NLLEA anticipates that the first round of phone interviews will take place the week of December 17-21, 2018. This position is in large part grant-funded, and applicants should understand that it is an at-will position without guarantee of full-time employment beyond August 2019. The NLLEA's goal is to have this position filled by January 2019.