



TENNESSEE ASSOCIATION OF CHIEFS OF POLICE MEMBERSHIP AND LEADERSHIP DEVELOPMENT SPECIALIST

The Tennessee Association of Chiefs of Police (TACP), a 501(c)(3) organization, is accepting applications for a full-time **Membership and Leadership Development Specialist** position in their Nashville, Tennessee office. This position reports directly to the TACP Executive Director.

SALARY:

This is a full-time, hybrid position, that **initially requires reporting in person to the TACP offices a minimum of 2 days per week**. This position offers a starting salary of \$62,000 plus a **6% stipend in lieu of health insurance and retirement benefits**, for a total compensation package of \$65,720.

Vacation and sick leave will be accrued each pay period.

DESCRIPTION:

This hybrid position initially requires **reporting in person to the TACP offices for a minimum of two days per week**. Additional telework options may be granted after an initial probationary period.

In-person attendance at five off-site training meetings in Nashville every other month (February, April, June, October and December) as well as the annual conference (July or August) held at a locations TBD within Tennessee each year is MANDATORY.

Conference preparation may also require in-person office work. Transporting items to and from training events and conferences may also be necessary.

The ideal candidate should reside in the Nashville, Tennessee, commuting area.

DUTIES:

- Manage a State of Tennessee OCJP grant award, including timely preparation and submission of all associated financial, performance and compliance reports; preparation and submission of monthly invoices with supporting documentation for grant related expense reimbursement; maintaining complete and accurate records for the life cycle of grant associated projects; and ensuring compliance with current state and federal laws, regulations and policies
- Organize programs, projects, and activities in accordance with the mission and goals of the association
- Serve as member liaison providing a variety of oral and written communication including a weekly newsletter, emails, brochures, etc.
- Manage membership databases in available software programs
- Coordinate registration for bi-monthly training meetings including attendee lists, sign-in sheets, travel, follow-up evaluations, and other related duties as needed
- Manage the TACP Leadership Certificate Program
- Coordinate with the TACP Training Committee on agenda development, including obtaining Tennessee Peace Officer Standards & Training Commission (POST) approval
- Work as a member of a team with a diverse array of talents and responsibilities
- Provide excellent customer service to members and associated stakeholders

- Successfully and timely complete all mandatory training
- Assist with day-to-day administrative duties as needed in office as well as other duties assigned and deemed appropriate by the TACP Executive Director

QUALIFICATIONS:

- A degree from an accredited college or university is preferred
- At least two years' experience directly related to the duties and responsibilities above. (Experience with law enforcement, governmental agencies or non-profits is preferred)
- Knowledge of grants and grant management
- Proficiency in written and oral communication
- Detail oriented with a high degree of accuracy and timeliness in meeting deadlines
- Strong computer skills with experience in Microsoft Office (Word, PowerPoint, Excel, Outlook, etc.)
- Ability to understand and interpret policies and regulations associated with grant management
- Professionalism and ability to achieve and sustain a high-performance level with minimal supervision

A valid Tennessee Driver license is required while employed by TACP.

A background check is required prior to hiring.

APPLICATIONS:

Serious applicants should email a resume and cover letter to Executive Director Sharry Dedman-Beard, SharryBeard.ed@tacz.org.

After submitting your application, you may also receive follow-up questions or requests for additional information. Failure to timely respond to any follow-up request will remove your application from consideration for the position.

For more information about TACP please visit our website: <https://www.tacz.org/>