



## TENNESSEE ASSOCIATION OF CHIEFS OF POLICE PROGRAM MANAGER

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

### **SALARY:**

This full-time position offers a starting salary of \$60,000 - \$65,000 depending on experience, plus a 6% stipend in lieu of health insurance and retirement benefits, for a total compensation package of \$63,600 - \$72,800. Vacation and sick leave will be accrued monthly.

### **DESCRIPTION:**

This partially grant-funded position requires a 40-hours standard work week (Monday through Friday, 8:00 am – 5:00 pm CT) in the TACP office. Partial, intermittent, and/or situational telework may be available after time on the job. Attendance at Bi-monthly TACP training conferences, meetings and other events is required.

### **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 four-year degree from an accredited college or university
- 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.

**ADDITIONAL INFORMATION:**

This is an in-office position, 8:00AM-4:30PM, Monday through Friday. Attendance is also required at five off-site training meetings taking place in Nashville every other month as well as the annual conference held at a different locations within Tennessee each year.

Transporting items to and from training events and conferences may also be necessary.

**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](mailto: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/>