

New York State Association of Chiefs of Police, Inc.

2697 Hamburg Street, Schenectady, New York 12303

Tel.: 518 355-3371 Fax: 518-356-5767

www.nychiefs.org

Chief Michael W. Lefancheck (Baldwinsville PD), President



Executive Director Position Announcement

New York State Association of Chiefs of Police

April 3, 2018

Officers

Immediate Past President
David Zack/Cheektowaga

1st Vice President
John Aresta/Malverne

2nd Vice President
Patrick D. Phelan/Greece

3rd Vice President
Timothy D. Parisi/Illion

GTSC Law Enforcement Liaison
Dominick G. Macherone

Director of Research,
Development & Training
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SUNY Farmingdale

Zone 2
Charles A. Gennario/Rockville Centre

Zone 3
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Zone 4
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Zone 5
Joseph A. Sinagra/Saugerties

Zone 6
Peter L. Frisoni/Scotia

Zone 7
Thomas M. Winn/Camillus

Zone 8
F. Michael Catalano/Cortland

Zone 9
Shawn L. Heubusch/Batavia

Zone 10
James Michel/Lackawanna

Retired Member Rep.
Joseph DelBianco/Mamaroneck

Liaison, U.S. Attorney Office
Samuel M. Palmiere

Liaison, New York City Police
Vacant

The New York State Association of Chiefs of Police is accepting resumes for the position of Executive Director.

The Executive Director is responsible for managing the day-to-day operations of the Association and overseeing the staff of the Association. He/she reports to the President and ultimately to the Board of Governors of the Association.

The Executive Director should be mindful that the Board of Governors expects the Executive Director to work as part of a team in all aspects regarding the management of the Association and to support the New York State Association of Chiefs of Police mission.

The Executive Director will:

- Supervise employees and provide insight to improve efficiency
- Evaluate employees for advancements
- Weigh Association performance against monthly, quarterly, and yearly objectives and compare to the Association Goals
- Develop business plans and strategies to align with Association forecasts and goals
- Implement recommendations to improve processes and procedures of the Association
- Monitor Association resources
- Maintain good relationships with employees
- Will conduct the Board of Governors elections
- Receive applications for membership in the Association.
- Monitor budgeted financial performance benchmarks and establishing cost parameters, budgets
- Oversee the annual donation campaign
- Review financial reports to improve budgets and annual operating costs
- Support marketing, public relations, and operations, including trade shows and conferences

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The Executive Director:

- Must be able to communicate effectively with and respond to the day to day needs of the members of the New York State Association of Chiefs of Police.
- May represent the Association at networking events and conferences, with the approval of the Board of Governors.
- Will work with the Board of Officers to keep and maintain the Membership Roll of the Association.
- Will receive all monies from dues and other sources and make all disbursements as authorized by the Finance Committee.
- Shall receive and answer all communications addressed to the Association and communications submitted to him/her by any officer.
- Shall attend all meetings of the Association and the Board of Governors and keep full and complete records of the proceedings.
- Shall serve all notices of meetings of the Association, the Board of Governors and all committees.
- Shall perform such other duties as may be required by appropriate resolution of the Association or the Board of Governors.

Executive Director Requirements and Qualifications

- Able to make professional decisions in a fast-paced environment
- Goal-oriented and organized leadership
- Encouraging to team and staff; able to mentor
- Able to multitask, prioritize, and manage time effectively
- Self-motivated and self-directed
- Comfortable in both a leadership and team-player role
- Strong aptitude for numbers and financial reports
- In-depth understanding of the New York State Association Of Chiefs of Police and its position in the New York State Law Enforcement Community
- Bachelor's degree in management, business, or related field; Master (MA or MSc) in Business or related field preferred (Equivalent work experience may be substituted for these areas)
- Working knowledge of various computer programs such as QuickBooks; Have proficient computer skills in Microsoft Office Suite (Word, PowerPoint, Publisher, Outlook, and Excel)
- Three to five years of previous experience in management, customer service, finance, administration, or a related field.
- Previous experience managing a non-for-profit organization is preferred
- Excellent analytical and time-management skills

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- Up-to-date on latest industry trends; able to articulate trends and potential clearly and confidently
- Good interpersonal skills and communication with all levels of management
- Able to work in a fast-paced environment
- Previous experience/involvement with strategic planning is preferred

Salary/Benefits:

- Salary/benefit package will be commensurate with experience.

Applications should be submitted no later than May 11, 2018. Please send your resume along with a cover letter to the New York State Association of Chiefs of Police, 2697 Hamburg St., Schenectady, New York, 12303 or by email at mlefancheck@nychiefs.org . Questions regarding this solicitation should be directed to President Michael Lefancheck at 518-355-3371.