



NEACOP

New England Association of
Chiefs of Police, Inc.

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www.neacop.org

Job Title: Executive Director

Reports To: NEACOP Executive Committee

Position Type: Appointed, One-Year Term (renewable)

Compensation: \$18,000 per year (paid quarterly)

Job Summary:

The Executive Director is responsible for the overall administration and management of NEACOP, operating under the direction of the Executive Committee. The role includes strategic planning, conference coordination, and providing support to the association's officers and members.

Key Responsibilities:

Association Administration:

- Manage the day-to-day affairs of the association.
- Implement policies and directives from the Executive Committee.
- Serve as a key point of contact for members and stakeholders.
- Conference Planning & Support:
 - Provide staff support to the Conference Committee.
 - Assist in planning and supervising the Annual Conference.
 - Ensure logistical arrangements are in place for meetings and events.

Financial & Membership Oversight:

- Collaborate with the Treasurer on financial management and reporting.
- Assist with budgeting and ensure proper financial stewardship.
- Support membership engagement and recruitment efforts.

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- Maintain records of membership and association activities.

Reporting & Documentation:

- Submit an annual report on association affairs.
- Provide recommendations for the betterment of NEACOP.
- Maintain and archive essential association records.

Committee Engagement:

- Participate as a member of the Executive Committee.
- Work with standing and ad hoc committees as necessary.
- Support legislative and policy initiatives relevant to NEACOP.

Corporate Sponsorship & Fundraising:

- Identify and pursue corporate sponsorship opportunities for the Annual Conference.
- Develop and maintain relationships with corporate sponsors and potential donors.
- Work with the Executive Committee to create sponsorship packages and benefits.
- Ensure sponsors receive appropriate recognition and engagement at the conference.

Work Environment & Expectations:

- The Executive Director is expected to attend the International Association of Chiefs of Police (IACP) Conference, state conferences, and association-sponsored events such as the Roger Williams leadership training graduations.

Qualifications & Skills:

- Must be an Active, Active Life, or Life member of NEACOP.
- Strong leadership and organizational skills.
- Experience in law enforcement leadership or association management preferred.
- Ability to coordinate large events and manage administrative functions.
- Excellent written and verbal communication skills.