



## **Position Description MCSA Director of Professional Development and Operations**

The Major County Sheriffs of America (MCSA) Director of Professional Development and Operations will lead the association's rapidly growing Professional Development program and grants initiatives. Responsibilities will include training institutes, collaborative partnership programs, certificate programs, contract training, and more, in addition to providing critical support to MCSA's various development and operational initiatives.

The Director is a strategic, and tactical worker who is committed to cultivating positive relationships with key stakeholders, identifying criminal justice educational trends and continuously growing sponsorships and grants. The Director is responsible for the researching, planning, and executing programs to ensure success, including developing, instructing, and/or facilitating, program content. This position will be funded partially by grant funded programs.

The Director reports to the Executive Director.

### **Additional responsibilities include, but are not limited to the following:**

- Coordinate association marketing initiatives;
- Interact with federal, state and county law enforcement agencies;
- Assist with partner collaboration;
- Provide communication to the MCSA membership;
- Assist with program leadership, program management and event planning with an emphasis on; programs connected to public safety workforce training;
- Draft and submit grant proposals and manage grant awards;
- Manage MCSA budget and grant funding;
- Organizational, analytical, and critical thinking skills;
- Must be able to multi-task and prioritize multiple projects concurrently in a deadline-oriented environment;
- Manage complex projects from planning through implementation;
- Strong attention to detail in program leadership and project management;
- Work effectively with a wide range of constituencies and to develop strong, collaborative relationships with community leaders in the private and public sector;
- Ability to compose letters and memos and to create spreadsheets and PowerPoint presentations;
- Manage all modes of communication with confidence and strong customer service skills including tact and diplomacy;
- Ability to work independently with flexibility, initiative, creative problem-solving capabilities; and,
- Other duties assigned by the Executive Director.

### **Qualifications:**

- A Bachelor's or Associates degree from an accredited institution in criminal justice or a closely relevant field preferred;
- Five (5) years of relevant work experience in planning and implementing professional development offerings or events preferred;
- Working knowledge of Microsoft Word and Microsoft Excel are mandatory;
- Experience with website and social media platform management preferred;
- Excellent writing, presentation, and interpersonal communication skills;
- Self-starter with initiative and drive to achieve goals;
- Excellent command of general business etiquette and professional demeanor; and
- Organizational, analytical, and critical thinking skills.

Salary: \$88,000 a year without benefits.

Send resumes to: [kwagner@mcsheriffs.com](mailto:kwagner@mcsheriffs.com)

**Job closes 10/23/2020**