



POSITION PROFILE FOR EXECUTIVE DIRECTOR

PURPOSE

The purpose of the Minnesota Police and Peace Officers Association (MPPOA) is clear, simple and direct.

- Organize and coordinate the activities of all police officers in the State of Minnesota
- Promote efficiency in police work
- Maintain the highest standards of ethics, integrity, honor and courtesy
- Encourage and support the effective, practical and thorough training of police officers
- Create a spirit of brotherhood and to continue the memory and history of our calling

Ongoing efforts for police officers and their families

Today, the MPPOA continues to work tirelessly on passing laws that support law enforcement. And it is the legislative voice to improve the working conditions and benefits for officers. The Association assisted in winning the long fight to enact a special section in the public employee retirement association's pension law, giving the many police officers in this group preferential treatment, a lower retirement age and greater financial support.

Training and professionalism

Comprehensive training of police officers has always been a vital concern of the MPPOA. Under its mandate to improve police training and create a professional police service, the MPPOA started its own statewide traveling police training school in 1936. In 1967, the Association was successful in working with the legislature to pass the mandatory Minnesota Peace Officers Training Law. This law created a training board advisory to the attorney general. In 1977, the MPPOA helped establish the Peace Officers Standards and Training Board (P.O.S.T.), the first law enforcement licensing system in the United States. Over the years, the MPPOA has maintained a special relationship with P.O.S.T to raise the eligibility requirements, improve professional behavior of its practitioners and improve the trust between the police and the community it serves.

HISTORY

The MPPOA was founded in 1922 and its members include rank and file municipal police officers, county deputy sheriffs, and peace officers employed by the state of Minnesota. Today, the MPPOA is the largest association representing police.

By cops. For cops.

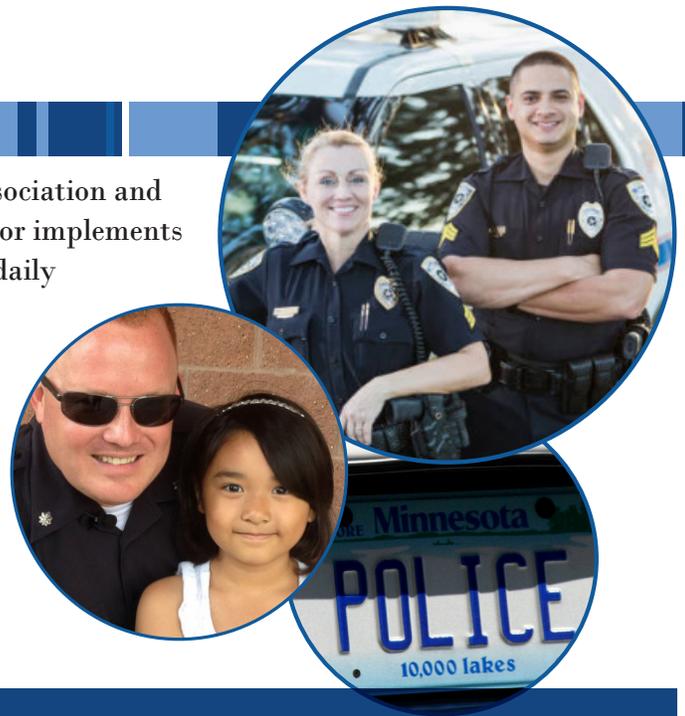
A rich tradition of improving the police profession

DUTIES & RESPONSIBILITIES

The Executive Director is the chief executive officer of the association and is responsible to the Board of Directors. The Executive Director implements policy of the Board as well as plans, directs, and controls the daily operation of the association. The position is responsible for organizational management, planning, fiscal management, fundraising, human resources, operations, member relations, marketing and government affairs.

Primary Responsibilities

- Directs and coordinates the activities of the association in accordance with established policies.
- Implements the strategic goals of the association and gives direction and leadership toward the achievement of the association's philosophy and mission.
- Acts as official spokesperson for the association, including but not limited to the release of public statements and personal appearances on behalf of the association.
- Interprets Board policies to employees and members.
- Creates working conditions with the Board that will be conducive to maximum performance and morale.
- Prepares or causes to be prepared, the annual budget of the association and oversees financial operations
- Performs additional tasks and duties as appropriately assigned.



Attributes and Skills

To perform the job successfully, an individual should demonstrate the following leadership attributes:

- Communication – Speaks clearly, articulately and concisely. Is readily understood by others.
- Honest – Behaves sincerely and candidly. Avoids deception.
- Credibility – Readily gains the trust and confidence of others.
- Organized – Lays out tasks in logical and orderly sequence. Establishes and follows through on priorities.

Secondary attributes include being detail oriented, politically astute, responsible, and hard working.

Additionally, it is essential that the MPPOA's next Executive Director possess the following occupational skills:

- Law Enforcement Industry Knowledge – Possesses knowledge to access resources, networks and trends that fuel progressive leadership in the law enforcement industry.
- Communication Skills – The ability to listen, write and speak effectively.
- Organizational Management – Ensures the effective development, coordination, an implementation of all organizational activities, programs, and goals.
- Public Relations – Foster and maintain positive public relations and communication with the membership, the media, the community, and government agencies.
- Public Policy – Has a willingness and ability to communicate effectively with legislators, constituents, etc. regarding issues affecting the MPPOA.

Secondary skills include accountability, event planning, public speaking and financial management.

Desirable Qualifications and Qualities

- A bachelor's degree is preferred
- Experience in law enforcement is desirable
- A background that includes managerial experience preferred
- Strong communication skills both verbal and written are necessary, with the ability to plan, manage and/or execute a social media program
- Possess the ability to understand and manage all aspects of the association including financial affairs
- Proficient in a variety of current technologies including business software programs
- Ability to handle multiple tasks simultaneously and respond to the organization's needs in a prompt and timely fashion
- Experience in planning and executing meetings, events and conferences
- An understanding of labor and its positive impact on law enforcement in Minnesota



Compensation

Salary is commensurate with experience

Benefits include:

- Medical insurance (100% for employee; family coverage is available at employee's expense)
- Vacation/sick leave
- Life insurance
- Dental insurance
- Retirement plan (SEP/MPPOA contribute 10% of salary)
- Mileage reimbursement
- Expense account
- Cell phone (provided or reimbursement)
- Professional development (within budget)
- 10 paid holidays



HOW TO APPLY

Submit cover letter, resume, salary history and requirements electronically by March 15, 2019 to:

larry@dowellmgmt.com

To learn more about the MPPOA, visit MPPOA.com

CONFIDENTIALITY/EQUALITY STATEMENT

The MPPOA will respect the confidentiality of candidates for this position. A finalist will be asked to sign an authorization form allowing for an extensive background check that might include a verification of education, credit check, and criminal and driving records. Also at the appropriate time the finalist will be requested to participate in a psychological evaluation.

The MPPOA represents the principles and philosophy of equal opportunity for all individuals regardless of race, creed, gender, sexual orientation, disability or natural origin.