



California Peace Officers' Association Executive Director Job Description

Reports to: Executive Committee of the Board of Directors

FLSA Status: Fulltime, Exempt (Executive), Benefitted

Summary

Serves as the Chief Executive Officer, providing leadership, vision, and oversight for operations, programs, and special projects of the association ensuring alignment with the mission, bylaws, laws and regulations, and the goals and objectives as established by the Board of Directors.

Key Tasks & Responsibilities

- Provide overall leadership and direction to staff, contractors, and volunteers.
- Develop and execute the annual operating budget and long-term financial plan.
- Liaise with the Board of Directors; prepare agendas, reports, and recommendations.
- Lead strategic planning processes and ensure execution of adopted goals.
- Maintain compliance with California labor law, nonprofit regulations, and federal reporting.
- Represent CPOA with stakeholders: members, partners, and policymakers.
- Liaise with legislative advocate and coalition partners to share CPOA policy positions.
- Supervise training, events, and sponsorship opportunities.
- Supervise membership, marketing, communications, and component relations.
- Process payroll, oversee accounting, and participate in marketing and social media.
- Ensure proper administration of Fraternal Order of Police Lodge 100 operations.
- Serve as CEO/ED for subsidiary and/or related organizations.

Key Knowledge, Skills, and Abilities (KSA)

- Knowledge of association governance, California law, and employee management.
- Proven leadership and team management skills.
- Excellent written/visual/oral communication and public speaking ability.
- Strategic planning, policy development, and advocacy/lobbying expertise.
- Financial management and GAAP bookkeeping/accounting.

Key Performance Indicators (KPIs)

1. Annual budget delivered and maintained within expected range.
2. Board "Net Promoter" satisfaction score at or above threshold.
3. Membership growth/retention rate exceeds annual goals.
4. Strategic partnerships are maintained, renewed and developed annually.
5. All compliance and reporting requirements and deadlines met (local/state/federal).
6. Employee retention, satisfaction, and a positive workplace culture.

Education, Experience & Certifications

- BA (MA a plus) in nonprofit management, business, public administration, or related field.
- Minimum 3-5 years of progressively responsible association leadership.
- Demonstrated track record in board relations and governance.
- CAE (Certified Association Executive) or equivalent such as IOM or RCE.