

EXECUTIVE DIRECTOR

RECRUITMENT PROFILE



VIRGINIA ASSOCIATION OF
CHIEFS OF POLICE
& FOUNDATION, INC.



The **Virginia Association of Chiefs of Police (VACP) & Foundation** is seeking a self-motivated, experienced professional to serve as its' Executive Director. This position will serve as the chief executive officer of the VACP and is responsible for the leadership, management, and strategic direction and the day-to-day operations of the organization, serving under and for the elected Executive Board.

ASSOCIATION DETAILS & HISTORY

The Virginia Association of Chiefs of Police (VACP) is a statewide, non-profit professional organization dedicated to strengthening public safety and advancing excellence in policing across the Commonwealth of Virginia. Founded in 1926, the VACP is an incorporated 501(c)(3) organization, that supports law enforcement executives by promoting professionalism, integrity, and effective leadership within policing agencies.

In 2016, VACP merged with its own Virginia Police Chiefs Foundation, forming a unified organization that now serves more than 500 active and retired members representing local, state, federal, campus, and private law enforcement and criminal justice agencies, along with affiliates from related industries and government entities.

VACP provides executive-level training, leadership development programs, accreditation guidance, advocacy, and member services designed to enhance agency effectiveness and collaboration. The association hosts biannual conferences and other special interest conferences and symposiums, facilitates committees and professional forums, monitors legislative activity affecting law enforcement, administers awards and certification programs, offers consulting services to public safety agencies and localities, supports statewide initiatives in highway safety, and encourages support of Special Olympics Virginia through the Law Enforcement Torch Run. It also participates in various criminal justice councils and collaborative partnerships.

Governed by a ten-member executive board elected by its active membership, VACP operates as both a professional membership association and an education-focused foundation. Through training partnerships, networking opportunities, and executive support services, the association continues to uphold high standards of policing and community safety throughout Virginia.

THE POSITION

The Executive Director serves as the Chief Executive Officer of the VACP, responsible to an Executive Board for the effective conduct of the Association's affairs. Under the direction of the Executive Board, the Executive Director provides overall leadership, management, and strategic direction, recommends and participates with the Executive Committee in the formulation of the VACP's mission, goals, objectives, and related policies, and ensures their effective implementation. Within this framework, the Executive Director plans, organizes, coordinates, controls, and directs all staff, programs, and activities of the VACP, including member engagement, financial operations, and external partnerships. Maintaining strong internal relationships with Executive Board members of VACP and Virginia Association of Chiefs of Law Enforcement Agencies (VACLEA), which is an affiliate organization under the VACP, is an essential component of this role.

The Executive Director administers the VACP's Public Safety Consulting Services by soliciting projects from agencies and local government entities to conduct police chief searches, promotional processes, background investigations and special management services, and then managing the VACP consultants employed for these projects. The Executive Director may also represent the VACP in media and public engagements including speaking with reporters, drafting speeches, articles, and official statements, participating in television and other media appearances, serving as a conference speaker, and issuing or supporting VACP statements during states of emergency. They may also attend official functions including funerals for Line of Duty deaths, graduations, swearing-in ceremonies, and retirements.

The Executive Director would oversee an operating budget of \$1.5 million, which includes more than \$500,000 in federal reimbursement grants. The Executive Director manages a current staff of three full-time salaried employees and one part-time grant-funded contractor.



CURRENT PRIORITIES, ISSUES, AND OPPORTUNITIES

The VACP Executive Board has identified several current priorities, issues, and opportunities for the new Executive Director to work on, including the following:

- Clarify the organization's vision and clearly communicate the value it delivers to members
- Define the core products, services, and benefits so members understand what they receive
- Encourage member engagement so meaningful value leads to dues payment and conference participation
- Strengthen two-way engagement between VACP and members through consistent outreach and feedback
- Manage a structured and intentional legislative engagement strategy
- Build and formalize relationships with the General Assembly and develop public-private partnerships
- Address uneven participation and engagement levels across agencies
- Develop and implement a formal business plan to guide operations and growth
- Ensure the existing strategic plan is actively executed, measured, and updated
- Increase involvement from under-engaged agencies by addressing barriers to participation
- Expand services such as legal coverage or consulting to better support members
- Broaden the organization's scope and long-term impact beyond current offerings
- Reevaluate the effectiveness of the Executive Leadership course to ensure it remains relevant and impactful
- Assess different conference formats and accommodation options, including potential partnerships with universities



LOCATION

The VACP is headquartered in Glen Allen, Virginia, (Henrico County), a suburb of Richmond. This location serves as the central office for the statewide professional organization that supports law enforcement leadership, provides training and development resources, and advocates on behalf of police across Virginia.

QUALIFICATIONS, EDUCATION AND EXPERIENCE

The following education and experience factors outline the desired qualifications for successful applicants:

- Bachelor's degree required; master's degree in public administration, communications, criminal justice, organizational leadership, or a related field preferred.
- Experience leading a nonprofit, association, or statewide public safety initiative.
- Prior experience with government relations.
- Significant executive or command-level leadership experience in law enforcement, public safety administration, association management, or a closely related field.
- Strong understanding of policing issues, state public safety policy, and professional standards.
- Demonstrated ability in organizational leadership, staff management, and strategic planning.
- Excellent communication and interpersonal skills, with the ability to engage diverse stakeholders.
- Experience with budget management and organizational financial oversight.
- Possession of a valid Virginia driver's license and a satisfactory driving history.



SPECIFIC RESPONSIBILITIES

The Within the limits of the VACP Constitution, Bylaws and Policies established by the VACP Executive Board, the Chief Executive Officer, with appropriate delegation:

- Provide vision, guidance, and strategic direction to advance VACP's mission, goals, and long-term priorities.
- Advise the Executive Board on governance, emerging law enforcement issues, and organizational initiatives.
- Maintain regular communication with the Executive Board, committee chairs, and members on policy and operational matters for VACP and VACLEA.
- Plan and coordinate Board meetings, prepare reports with recommendations, and monitor committee activities.
- Assist the President and designees in spokesperson duties and official representation; maintain effective internal and external communications to enhance VACP's reputation.
- Foster strong relationships with VACP members, law enforcement leaders, and command staff statewide.
- Oversee membership, recruitment, retention, and engagement strategies responsive to member needs.
- Establish organizational structure, staffing, policies, and administrative procedures for headquarters operations.
- Recruit, hire, train, and supervise staff while managing day-to-day operations, contracts, and professional services.
- Build and sustain relationships with associations, businesses, government entities, and community organizations.
- Represent VACP at public events, conferences, and professional forums.
- Lead legislative monitoring, advocacy, and priority-setting to support law enforcement and VACP interests.
- Collaborate with the Executive Board and legislative liaison to influence state and federal policies.
- Oversee conferences, statewide training programs, and leadership development initiatives.
- Ensure that programs advance professional, technical, and leadership skills for members.
- Manage budgets, financial planning, long-range forecasts, and fiscal accountability.
- Identify funding opportunities, sponsorships, and partnerships to support initiatives.
- Ensure compliance with legal, regulatory, and governance requirements.
- Maintain official records, meeting minutes, and regulatory filings.





COMPENSATION & BENEFITS

Compensation for the Executive Director is dependent upon qualifications and experience within a starting range of \$110,000 – \$150,000 annually. The successful candidate will be provided with benefits that include a defined employer contribution to a simplified employee pension plan with immediate vesting, paid state and federal holidays, flexible sick/vacation leave, and professional development support.

APPLICATION PROCESS

This position is open until filled. Timely submittal will ensure the most advantageous review. Qualified candidates are encouraged to submit a cover letter, resume, and three professional references directly to Virginia Association of Chiefs of Police at vacpsearch@gmail.com.

Inquiries relating to the position may be directed to vacpsearch@gmail.com.

For additional information, please visit <https://www.vachiefs.org/>



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