

THE TEXAS NARCOTIC OFFICERS ASSOCIATION  
ANNOUNCES A JOB OPENING FOR THE POSITION OF  
EXECUTIVE DIRECTOR

(Salary position \$36,000 year/no medical/dental insurance provided)

QUALIFICATIONS:

Must be a U.S. Citizen  
Must reside in the State of Texas  
Must have a valid Texas Drivers License with a good driving record  
Must not have a Criminal History other than traffic violations

PREFERRED QUALIFICATIONS:

Some law enforcement background  
Background in narcotics investigations  
Ability to effectively communicate verbally and in writing  
Possess computer skills  
Must not have a fulltime job while working as Executive Director  
Knowledge of T.N.O.A. by-laws and constitution  
Ability to travel for in state and out of state conferences and T.N.O.A. board meetings

JOB DUTIES:

Handle the day to day operations of the Association which include:

Administer the state budget;

Ensure that all tax obligations to the IRS are fulfilled, and that all necessary reports to the IRS are submitted on a quarterly and annual basis;

Ensure that the annual fee and annual report concerning State Tax Exemption are submitted to the Secretary of State;

Ensure that the annual report concerning telemarketing on behalf of the Association is completed and submitted to the Office of the Attorney General;

Ensure that the Association's Federal DUNS number is renewed on an annual basis;

Recruit and retain members;

Maintain the membership database of the Association and send membership certificates and membership cards to members;

Track membership expiration dates and send expiration reminders;

Monitor and maintain the insurance benefit program for members;

Represent the Association to secure donations or sponsorships for the Association;

Schedule Association Executive Board meetings; sign contracts with hotels hosting the meetings; send emails to all board members with pertinent information concerning the board meetings; and prepare the agenda for the board meeting;

Serve as Secretary at Executive Board meetings and take the minutes of the meetings;

Negotiate and sign contracts with fundraiser/ telemarketing entities and ensure that contract obligations are fulfilled by both the fundraisers/ telemarketers and the Association;

Represent the Association before the media as its official spokesperson;

Represent the Association and promote the Association and the annual conference through meetings with management and executives of various state, local and federal law enforcement agencies in the State of Texas;

Write letters to state and federal elected officials concerning issues that are of interest to members and law enforcement as a whole, especially narcotics enforcement issues;

Testify before local and state legislative bodies in matters pertaining to state drug laws and other issues;

Plan and coordinate the Annual Training Conference in different parts of the state by: negotiating and signing contracts with hotel management; assisting the President, Conference Coordinator, and State Training Officer to ensure that all needs of the conference are met; acting as Master of Ceremonies and facilitator for the Annual Training Conference; ensuring that the conference is run in an efficient manner; and ensuring that all award and scholarship winners are notified in writing and that awards are ordered for all winners.

Travel for T.N.O.A. Conference, out of state conferences and T.N.O.A. business meetings-all travel expenses are covered by T.N.O.A.

\*\* The position also has an Office Assistant picked by Executive Director to assist with duties. The current salary for this position is \$22,000/year, no insurance or dental benefits included.