



Job Description

TITLE:	Executive Director, Crime Stoppers	JOB CODE:	3500
DEPARTMENT:	Board of Directors of Crime Stoppers	FLSA:	Non-Exempt
PREPARED:	November 2005	UPDATED:	August 31, 2020

Summary: Under frequent supervision of the Crime Stoppers Board of Directors, the Executive Director is responsible for the effective and efficient operation of the Crime Stoppers program. The Executive Director shall manage and promote the program at the direction of the board to ensure the organization's goals and objectives are achieved. Coordinate all activities to ensure the program is compliant with local, state, and federal guidelines. Provide positive point of contact and ensure callers anonymity. Work in partnership with local law enforcement agencies, donors, public, and media to promote the Crime Stoppers program. The Executive Director shall seek funding sources through grants and donations to ensure the proficient management of the program.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Manage the day-to-day operations of Crime Stoppers; implement policies adopted by the Board of Directors; prepare regular reports to the Board on progress towards goals and objectives; oversee and implement resource development programs; develop the annual budget and approve expenditures to meet the budget targets.
- Assist the Board in identifying funding sources including but not limited to: research, apply, and manage grants; assist in soliciting corporate and individual donations; organize fund raisers; network with area agency programs at the state and federal level.
- Receive confidential information and "tips" from the public concerning law enforcement matters during regular business hours; refers this information to the appropriate law enforcement agencies on a timely (expectation is one business day) basis; work with law enforcement coordinators to gather dispositions; maintain the internal security of the tips and the anonymity of the callers.
- Responsible for the efficient operation of the afterhours call center; follow-up and track cases to ensure information is effectively utilized in meeting organization objectives as defined by the Board.
- Network with other programs in the community to build positive and supportive relationships; develop cooperative relationships with public, private and volunteer groups.
- Research trends in criminal activity; identify best practices; coordinate educational programs.
- Responsible for preparing Board activities such as agendas and notices; prepare meeting minutes, financial reports, and operating recommendations; attend all Board meetings.
- Serve as a resource for the Board; assist the Board in policy recommendation and implementation, and in communication with the community; function as liaison with law enforcement coordinators, law enforcement officials and other local, state and federal officials during regularly scheduled visits.
- Maintain records and correspondence related to the program; compile quarterly and annual statistical reports as required; ensure compliance with all laws, regulations, and information necessary to maintain 501 C3 non-profit status.
- Enhance public awareness, understanding and support for the program through coordinated marketing and communications programs; prepare and make presentations promoting the program to service clubs, schools, or other interest groups.
- Serve as the social media contact to create strategies that promotes the program; identify new opportunities to create visibility, monitor media trends, and appropriately applies to enhance social media presence.
- Maintain and update records on volunteers, donors, media contacts, law enforcement and other community groups.
- Develop and maintain relationships with media personnel; serve as spokesperson for the program at the direction of the Board.

Job Description
Executive Director, Crime Stoppers

- Demonstrate appropriate representation of the Crime Stoppers organization at all times. **Actions that are detrimental to the public image of the Crime Stoppers organization as determined by the Board will be grounds for disciplinary action up to and including termination.**
- Perform other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of law enforcement agencies, principles and practices.
- Knowledge of the criminal justice system and applicable laws and regulations.
- Knowledge of public and media relations methods and techniques.
- Knowledge of grant writing, management, and reporting processes; policies and procedures; and applicable federal, state, and local regulations.
- Knowledge in public relations and media; strong working knowledge of word processing, brochure and pamphlet preparation, and publishing.
- Knowledge of volunteer organization's operations and practices.
- Knowledge of basic accounting, recordkeeping and reporting.
- Knowledge of County policies and procedures.
- Skill in dealing effectively with the public in stressful situations.
- Skill in the use of a personal computer and standard business software.
- Skill in applying accounting principles for non-profit agency; maintaining accounting records and an effective record keeping system.
- Skill in public relations, traditional and social media marketing.
- Skill in effectively supervising, leading, and delegating tasks to volunteers.
- Skill in following and effectively communicating verbal and written instructions; writing clearly and concisely
- Skill in working independently or as a team member.
- Skill in planning and implementing policies and procedures as directed by the Board.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff, local law enforcement agencies, and the general public.
- Skill in effectively presenting information in one-on-one and small group situations.
- Skill in maintaining confidential information.

Education and Experience

- Associates Degree in criminal justice, marketing, or related field; Bachelor's Degree preferred; and six (6) years of work experience in law enforcement setting or non-profit organization.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.
- Must be able to pass strict background requirement; and able to be bonded.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Full time work hours for this position consist of forty-hour workweek, weekends, holidays, and on-call status as requirements for the operations of this department.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Job Description
Executive Director, Crime Stoppers

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment, including 10-key adding machine, computer, printer, copier, and telephone and fax machine.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____