

Law Enforcement & Emergency Services
Video Association International Inc.



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execsec@leva.org

The Law Enforcement and Emergency Services Video Association (LEVA) is seeking a motivated individual to fill the position of Executive Director (ED). The ED is the face of LEVA and is responsible for leading the organization. The optimal candidate will be energetic, personable, and well organized. The position requires occasional travel (approx. 2 times a month) as well as attending and organizing the yearly symposium. The ED position is an independent contractor accountable to the LEVA Board of Directors. The contract period for this position is three years.

Between the period of selection and December 31, 2024, the candidate will fill a temporary compensated contract position of Executive Director in Training. The duties would include shadowing the current Executive Director to become proficient and capable in all facets required of that role. During this time, the successor's travel expenses will be reimbursed by LEVA. This position will transition to Executive Director and become full-time and salaried on January 1, 2025.

Annual full-time salary range: \$45,000 - \$60,000

All candidates must be fully committed to LEVA's goal of providing training and certification in the science of forensic video analysis and related subjects.

Among the responsibilities of the Executive Director:

- Manage and oversee administrative roles, communications, budgeting, training, development, member outreach, and general daily operations for LEVA.
- Develop and implement internal and external policies, procedures, programs, and outreach efforts.
- Plan, organize, coordinate, and manage all aspects of all LEVA classes and events.
- Attend LEVA Board Meetings and Annual Training Symposiums.
- Serve as a liaison between all LEVA committees and the Board of Directors.
- Develop and maintain internal and external professional relationships for the purpose of advancing LEVA's mission.
- Monitor staff performance to ensure successful operations and activities.
- Travel internationally and domestically.
- Respond quickly to all business-related matters, including students, initial contacts for training, membership, etc.
- Store, maintain, troubleshoot and inventory LEVA equipment.
- Serve as the single voice of LEVA for all media inquiries.

- Maintain fiscal responsibility with regard to the legal requirements of a 501(c)(3) organization.
- Manage and oversee the LEVA website.
- Provide detailed monthly reports to the Board of Directors.
- Perform other duties as assigned by the Board of Directors.

Requirements:

- Be a U.S. citizen residing in the U.S.
- Must pass a criminal background check.
- Must have a valid driver's license and access to a personal vehicle.
- Must maintain a valid U.S. passport.
- This position requires a daily commitment.
- Proficient in Microsoft Office or similar office suites, Adobe Acrobat and Photoshop, and be familiar with web management systems such as WordPress.
- Must be able to organize, prioritize and coordinate multiple assignments and projects; thrive in a highly dynamic work environment; and develop creative solutions.
- Possess strong negotiation skills with a proven ability to mediate disputes and negotiate with tact and diplomacy.
- Exceptional communication skills, both oral and written.
- Expert interpersonal skills: high degree of patience and tact, and must be able to cultivate relationships with people from diverse backgrounds and with varied skill sets, both internally and externally.
- Able to use sound judgment, discretion, and maintain confidentiality on sensitive matters.
- Preference will be given to applicants who are current LEVA members in good standing and have maintained 5 years of membership.
- Not serve in any official capacity with any organization that would be or appear to be a conflict of interest.
- Not have any affiliation of employment with any company that would be or appear to be a conflict of interest.

Application Process Open Now:

- Deadline to submit is April 7th, 2023.
- Submit the application, cover letter and current CV to execsec@leva.org.
- Direct any questions to execsec@leva.org.