



SCLEA
South Carolina Law Enforcement Accreditation
Council, Inc.

EXECUTIVE DIRECTOR – JOB DESCRIPTION

Position Title: Executive Director

Annual Salary: \$45K - \$55K

Reports To: Council (through the Council Chair)

Status: Part-Time

Location: Columbia, S.C.

POSITION SUMMARY

The Executive Director (ED) is the chief executive and administrative officer of the South Carolina Law Enforcement Accreditation Council (“the Council”). The ED provides strategic leadership and operational management to carry out the Council’s mission of promoting professionalism, accountability, and excellence in law enforcement through accreditation, training, and support services.

The ED oversees all programs, accreditation processes, staff, contractors, and organizational operations. This position requires high ethical standards, strong organizational leadership, and a deep understanding of public safety and nonprofit management.

KEY RESPONSIBILITIES

1. Leadership & Strategic Management

- Implement the Council's mission, programs, and strategic goals.
 - Provide strategic advice and policy recommendations to the council.
 - Lead long-range planning and program development.
 - Foster strong relationships with law enforcement agencies, partner organizations, government entities, and stakeholders.
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2. Accreditation Program Oversight

- Oversee all accreditation and reaccreditation processes.
 - Ensure that accreditation assessments are unbiased, evidence-based, and consistent with approved standards.
 - Maintain the integrity, security, and confidentiality of accreditation materials.
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3. Organizational Operations & Administration

- Manage daily operations of the Council, including staffing, program execution, and service delivery.
 - Establish and maintain internal systems, policies, and controls.
 - Ensure compliance with all legal, ethical, and regulatory requirements.
 - Oversee information security, records management, and data protection.
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4. Financial Management

- Prepare and manage the annual operating budget.
 - Oversee accounting, audits, and financial reporting in coordination with the Treasurer.
 - Ensure compliance with IRS and state nonprofit financial regulations.
 - Support fundraising efforts, grant applications, and sponsorship development (as applicable).
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5. Council Relations & Governance Support

- Serve as the primary liaison between the council and staff.
 - Provide regular reports on operations, finances, risks, and strategic progress.
 - Support council and committee meetings, including preparing agendas, materials, and recommendations.
 - Implement council-approved policies, directives, and long-term plans.
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6. Staff Leadership & Human Resources

- Recruit, hire, supervise, evaluate staff, contractors and terminate as necessary.
 - Build a high-performing, ethical, and collaborative professional team.
 - Provide training, guidance, and performance evaluations.
 - Promote a culture of accountability, service excellence, and continuous improvement.
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7. External Relations & Advocacy

- Represent the Council at conferences, professional associations, and public events.
- Build positive relationships with law enforcement agencies, policymakers, and public safety organizations.
- Communicate the Council's mission and impact through presentations, publications, and media engagement (as authorized).
- Serve as the organization's spokesperson on operational matters.

CORE COMPETENCIES

- Ethical leadership & integrity
- Strategic thinking & planning
- Relationship building & stakeholder engagement
- Analytical and decision-making skills
- Organizational and administrative capacity
- Clear written and verbal communication
- Ability to manage confidential and sensitive information
- Risk management and problem solving
- Familiarity with CALEA and SCLEA accreditation processes
- Possess a law enforcement background (sworn or non-sworn)

WORKING CONDITIONS

- Some travel may be required for site visits, training events, or conferences.
- Work may include evenings or weekends around council meetings or accreditation activities.
- The position may be remote, hybrid, or office-based depending on organizational structure, based on the needs of Council.

SALARY & BENEFITS

“Compensation will be commensurate with experience and in accordance with IRS reasonable compensation guidelines.”