



SHERIFF TROY WELLMAN
President

NATIONAL SHERIFFS' ASSOCIATION

The National Sheriffs' Association is looking for an Executive Director

Due to unanticipated circumstances, Executive Director Justin Smith advised that he would be unable to continue serving in his role at the National Sheriffs' Association (NSA) and he will be leaving us at the end of September. We appreciate his service to NSA, respect his decision, and wish him the best.

Based on the departure of Executive Director Smith, NSA is conducting a national search for his position. The Executive Director is appointed by and reports to the NSA President, Executive Committee, and Board of Directors. NSA is seeking a strong leader who can manage the day-to-day affairs of the association, represent the association in a wide range of settings, and plan for the future growth and stability of the organization.

The National Sheriffs' Association

Chartered in 1940, the National Sheriffs' Association is a professional association dedicated to serving the Office of Sheriff and its affiliates through law enforcement education and training, and through the provision of general law enforcement informational resources. NSA represents thousands of sheriffs, deputies and other law enforcement, public safety professionals, and concerned citizens nationwide.

Governance Structure

The Executive Committee of the Association shall be composed of fourteen (14) members of the Association, including the President, the three (3) Vice Presidents, the Secretary, the Treasurer, the Sergeant-at-Arms, and the two (2) Immediate Past Presidents, all of whom are holding the elected Office of Sheriff during their tenure on the Executive Committee and all of whom are members in good standing of the Association, plus five (5) members of the Board of Directors who are to be selected annually by a majority vote of the members of the Board of Directors as elected by the Board of Directors.

The President and Vice President are limited to a one-year term at which time the President assumes the position of the Immediate Past President and the Vice President assumes the position of President.

The Executive Committee meets via teleconference each month. The NSA conducts two major meetings each year - the NSA Winter Meeting in February, in Washington, D.C., and the NSA Annual Summer Conference in June.

The Executive Committee has overall responsibility for NSA, including appointing the Executive Director.

NSA has established several committees to help achieve association goals:

- Animal Cruelty and Abuse Committee
- Border Security Committee
- Constitution and Bylaws Committee

- Committee of State Sheriffs' Associations
- Court Security, Transportation of Prisoners, and Civil Process Committee
- Domestic Violence and Crime Victim Services Committee
- Education and Awards Committee
- Emerging Technology and CJIS Committee
- Government Affairs Committee
- Homeland Security/Global Policing Affairs Committee
- Legal Affairs Committee
- Outreach Committee
- Past Presidents Committee
- School Safety and Security Committee
- Youth Programs and Juvenile Justice Committee

The Ideal Candidate

The NSA President and Board are seeking an individual who has a strong record of leadership with an understanding of national issues and challenges in law enforcement and specifically the Office of the Sheriff. Candidates must have the ability to manage an association with a diverse membership of Sheriffs from the smallest and largest agencies in the United States. The ideal candidate must have a sense of urgency and be a self-starter with a strong work ethic, as well as have the ability to work with limited staff assistance. The Executive Director must be responsive to the President and Board of Directors and have the ability to work within the framework of broad general direction. Qualified candidates must live in close proximity to the Washington D.C. metropolitan area or be willing to relocate.

How to Apply

Applications will be accepted electronically until 5 p.m. (EST) on Tuesday, November 10, 2026. Applications should be submitted to NSA Selection Committee Chairman, Past President Sheriff Greg Champagne at the attention of Cheryl Villere, Administrative Assistant to the Sheriff at cvillere@stcharlessheriff.org. Cover letters that enumerate salary requirements, unique skills and interest must be submitted with resume, three professional references, and a link to a brief video (not to exceed 5-minutes) from a Dropbox or Google Drive, introducing yourself and explaining why you should be appointed as the Executive Director.

Questions

Questions should be directed to Cheryl Villere at cvillere@stcharlessheriff.org. No phone call inquiries.



National Sheriffs' Association

Classification Description

The statements within this job description are intended to describe the general nature and level of work being performed by individuals assigned to this position. This description is not intended to be an exhaustive list of all responsibilities, duties, and skills required of the person assigned to this position. This job description is subject to change as the needs and requirements of the job change.

Position Description – Executive Director

Under the general direction of the Executive Committee, officers and board of directors, the Executive Director serves as the association's chief executive officer. The Executive Director is responsible for implementing the Association's mission, goals, objectives, and directives as created by the board of directors. The Executive Director has general and active management of the business of the Association in accordance with the adopted directives and instruction of the Executive Committee, officers and board of directors.

An important and essential job function is living the NSA's Code of Ethics – integrity, fairness, commitment, and accountability. **Integrity** is the foundation upon which our team builds relationships and trust. **Fairness** to ourselves, each other, and those that we interact with works to preserve an environment in which everyone can feel engaged and safe in their role. With **accountability** and **commitment** to the position, the team and organization permit individuals to excel and be successful at NSA. We practice these values in our interactions with all sheriffs and sheriff's office staff, the members of our organization, and the citizens and visitors we serve.

In addition, the Executive Director will adhere to and support the objectives set forth in the association's constitution and bylaws:

- 1) To encourage and promote fair and efficient administration of criminal justice throughout the United States.
- 2) To encourage protection of the jurisdiction of the sheriff as a constitutional/statutory officer, and to support sheriffs throughout the United States in their efforts to discharge their law enforcement, corrections, and judicial responsibilities in a fair, efficient, and professional manner.

- 3) To cooperate with criminal justice agencies and other public and private organizations dedicated to the reduction of crime and improvement of law enforcement.
- 4) To encourage and to assist local and state associations of sheriffs and other law enforcement officers to develop and encourage the practice of high standards of personal and professional conduct among sheriffs and other law enforcement officers.
- 5) To conduct such research, study, and investigation as may be necessary and advisable to develop information, knowledge, and data that would be useful in improving the administration of criminal justice.
- 6) To promote the law enforcement profession by providing appropriate educational courses in cooperation with institutions of higher learning or otherwise.
- 7) To encourage, plan, and implement programs designed to foster respect for the law by juveniles and to combat delinquency and unlawful behavior by youths.
- 8) To develop and support crime prevention projects at national, state, and local levels.
- 9) To acquire, preserve, and disseminate valuable information related to the Office of Sheriff and the administration of criminal justice.
- 10) To conduct competitions and make awards for outstanding services to law enforcement.

Essential Functions

- Establishes the Association's organizational and staff structure and implements instruction and Board-approved directives.
- Oversees the overall operation of the Association, including administrative (budget, finance, human resources) and program service functions (publications, conferences and training, legal and legislative, procurement, law enforcement, corrections, and special services to sheriffs and their staffs).
- Maintains and oversees the implementation of the strategic plan and provides periodic reporting to the officers and board of directors.
- Consults regularly with the President regarding significant issues that impact the conditions and operation of the Association and be available for consultation with individual sheriffs as required.
- Coordinates with President in developing meeting agenda and reports to the board at its regular meetings.
- As directed by the President, serves as a spokesperson for the Association.
- Works closely with legislators, state and federal officials, and others to promote NSA and its legislative efforts and build alliances.
- In consultation with the President, coordinates appointment of sheriffs to various nation-wide committees and commissions.

- Oversees honorary and business membership programs, including participation in strategy meetings to improve direct mail campaigns and develop new methods of securing new members for the association.
- Oversees NSA involvement with agencies, commissions, or associations of national, state, and local governments to represent the interests of sheriffs.
- Other duties as assigned by the President, Officers, Executive Committee and Board of Directors.
- Ensures that voices of elected and appointed Association leadership and subject matter experts are integral to key Association decisions, initiatives and policy outcomes.
- Considerable travel expected.
- Must reside in/around the Washington DC area.

Education, Professional Certification, or License

- Four (4) year college degree from an accredited college or university; graduate or professional degree, or commensurate experience is preferred but not required.
- Coursework in public administration, business administration, and law enforcement preferred.

Professional Experience

- Minimum of ten (10) years of senior law enforcement related experience; five (5) years of which must have been spent in an administrative position.
- Service as a sheriff and/or staff in a sheriff's office is highly advantageous but not determinative.
- Demonstrated successful experience in federal, state, local, tribal advocacy, legislative, regulatory and judicial affairs is preferred.
- Thorough knowledge of accepted practices to access and influence government decision makers is preferred.

Skills and Qualifications

- Familiarity with Microsoft Office Suite.
- Familiarity with the Office of the Sheriff.
- Familiarity with managing technical data, planning, and budget management.
- Familiarity with internal control.
- Familiarity with Fair Labor Standards, Employment and Workers' Compensation laws.
- Knowledge of National Sheriffs' Association policy and procedures.
- Knowledge of federal law.
- Ability to interpret scientific and technical journals.
- Ability to interpret financial reports, legal, and policy documents.

- Ability to interpret extensive instruction.
- Ability to conduct research, analysis, and create presentations.
- Exhibit leadership and make public speeches.
- Experience in association management.
- Experience working with board of directors.
- Experience serving on a board of directors for an association.
- Experience managing a large membership program for an association.
- Experience raising funds for an association.
- Experience in obtaining and managing grants.
- Experience in working with the private sector, industry and non-profits at senior executive levels that can effectively and positively affect the needs of law enforcement.
- Experience managing a legislative affairs program.
- Experience managing publications.
- Experience dealing with the media.
- Experience managing a public information program.
- Experience in policy development.
- Experience in strategic planning and management.
- Experience developing and managing financial projections and budgets.
- Experience working with state and national public safety associations.

The National Sheriffs' Association is an Equal Opportunity Employer and considers applicants for all positions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, or any other characteristic protected by law. We value diversity of opinion, experience and backgrounds. All qualified applicants will receive consideration for this position. We are also committed to compliance with all fair employment practices.

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