



# Texas Association of Election Administrators (TAEA)

## Position Posting Executive Director

### History

The Texas Association of Election Administrators is a not-for-profit professional association that represents election officials for 254 counties both appointed and elected. TAEA is an established association of more than 30 years.

The purpose of the Texas Association of Elections Administrators (TAEA) is to promote the efficient integration of voter registration functions with the actual conduct of elections and to ensure that voter registration, voting, and vote tabulation are all carried out in accordance with the highest legal and ethical standards. The Executive Director position is being developed to administer and support the association.

The TAEA seeks a contract Executive Director with diverse non-profit management, governance, conference planning, and communications experience. The Executive Director reports to the Board of Directors. The Board is elected by the association membership. The duties will be delegated to the Executive Director by the board and under the direction of the President of the Board.

Candidates must submit a letter of interest and a resume or curriculum vitae to [taea2024@gmail.com](mailto:taea2024@gmail.com) no later than Friday, March 1, 2024.

**Title:** Texas Association of Election Administrators (TAEA)

**Type:** Contract position

**Posting Date:** February 1, 2024 – March 1, 2024

**Salary:** \$75,000

### Desired Qualities of Successful Candidate

- Excellent communication skills, management ability and experience developing and managing a budget. Experience in development and fundraising is preferred.
- Ability to work in conjunction with the Executive Board to develop strategic plans, annual goals, and objectives, etc.

- Ability to attend meetings of the Executive Board, committees, and policy stakeholders, and participate in discussions and deliberations.
- Ability to receive, consider, and speak on recommendations from the officers, the committee chairs, and the membership.
- Ability to assist in the preparation of agendas for meetings by suggesting topics as appropriate.
- Ability to navigate diverse political contexts.
- Ability to undertake any special assignments from the President.
- Ability to work with the Board to establish a 5/10-year vision for the association.
- Proficiency and proven ability to create and maintain a team environment with all members.
- Knowledge and experience with compliance regulations associated with not-for-profit corporations.
- Experienced in successful project management.
- Ability to learn quickly.
- Have a strong presence, a strong understanding of association members' operations and have a strong commitment to forwarding the association's goals.

### **Desired Qualifications of Successful Candidate**

- Five years of experience in a non-profit or public management leadership capacity, staff supervision, and good understanding of diverse operational needs.
- Advanced computer skills. Experience with virtual meeting technology, website content management, and group collaboration technology.
- Advanced verbal and written communication skills.
- Demonstrated leadership skills and adherence to professional standards.
- Ability to attend Executive Board Meetings, work non-traditional work hours, and travel to locations throughout the state.
- Experience in policy development and implementation and/or government relations, and the ability to work with the association lobbyist on the association policy agenda.
- Experience as an election official (preferred).
- Experience dealing with the press/media.
- Any combination of education/experience to achieve the goals of the association may be appropriate.

- Experience with training and program implementation.
- Conference and meeting planning experience.
- Bachelor's degree, preferably in public administration, business, or other closely related field; or any combination of education/experience as may be deemed appropriate to achieve the goals of the association.

**Executive Board – Remains volunteer and continues to:**

- Create a vision.
- Understand and promote the association's mission.
- Attending Board Meetings and reviewing the agenda, producing minutes, and treasurer's report.
- Secure resources and support recruitment of membership.
- Determine the goals and purpose of the association by:
  - Developing the policies of the association.
  - Contributing to the strategic plan.
  - Executing the policies as adopted by the membership.
  - Helping to develop rules (by-laws) to govern the association.
  - Assisting in preparation of the annual budget.
  - Understanding legal requirements for the organization and maintains fiduciary responsibilities.
- Define clear roles and responsibilities.
- Establish and monitor benchmarks for performance.
- Receive member communications and suggestions and share them with the Board.
- Be accountable to the membership.

Interested candidates:

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