



EXECUTIVE DIRECTOR JOB POSTING

The County Officials Association of Tennessee (COAT) is an advocate, voice, and resource for officials from all counties across the state. The vision is to assist members in providing the most effective level of service to their constituents through the legislative process.

COAT represents more than 480 county elected officials, including:

County Clerks

Register of Deeds

Trustees

Clerks of Court

COAT is led by an executive director whose responsibilities include but are not limited to:

- Maintain all financial records for COAT while coordinating the submission of those records to the named accountant for COAT and Chairperson of the Finance Committee
- Serve as legislative liaison for all affiliate memberships
- Coordinate date/time/location of the annual conference
- Sign all checks or contracts on behalf of COAT
- Prepare and present the annual budget to the Board of Directors
- To employ and manage other individuals deemed necessary to the operation of COAT within budgetary limitations as set by the Board
- Provide visionary leadership by offering guidance, expertise, and innovative solutions for county officials
- Promote learning and professional development
- Facilitate collaboration and networking among county officials
- Develop and equip county leaders to better serve their communities
- Track legislation and analyze progress; provide legislative updates to appropriate staff and members as needed
- Lead with educational resources
- Travel as necessary or required
- Keep information and records pertaining to dues and membership
- Protect the welfare and integrity of the association

MINIMUM EDUCATION REQUIREMENTS

Bachelor's degree required with legislative relations, legislative analysis, or related experience, Master's degree preferred.

Submit resumes to: resume.coat@gmail.com

Deadline for submission is January 26, 2024

COUNTY FOCUSED, MEMBER DRIVEN