



## **Vacancy Announcement Position:**

Women in Federal Law Enforcement, Inc. and WIFLE Foundation, Inc. seek an Executive Director and President, a single position, for the aforementioned organizations.

Preferable Area: Washington, D.C, Metropolitan area

## **About WIFLE:**

The WIFLE organizations work in concert to promote gender equity in federal law enforcement through leadership education that provides training, research, scholarships, awards and networking opportunities in partnership with federal law enforcement agencies. The WIFLE organizations are not-for-profit and are advocacy organizations.

## **Duties:**

The leadership position is a part time flexible position requiring the Executive to be responsible for the operations of the organizations. This position is responsible for the development of the annual leadership training program, administering the scholarship program, coordinating and administering the annual awards program, overseeing and coordinating the printing of materials to support the organizations (brochures, newsletters, website, twitter, and Facebook), public speaking, communications with all the federal agencies, WIFLE members, Board members, federal, state and local law enforcement and other advocacy groups that support the mission and goals of WIFLE. The Executive works in concert with the Vice President and Deputy Executive of the WIFLE organizations in conducting meetings with agency representatives, executing a budget, reporting a financial statement to the Board on a monthly basis, coordinating with all sponsors, all other duties required to maintain and sustain the WIFLE organizations. Some travel is required to accomplish the mission and is fully reimbursed.

## **Qualifications:**

Must have a minimum of a 4-year college degree, and executive or managerial experience in preferably federal law enforcement or a high-level executive position in state or local law enforcement. Also considered is any experienced executive in the higher education field, or research field on issues pertaining to the lack of representation of women in occupational fields previously not open to women or any executive experience in a not-for-profit advocacy organization promoting the value of women.

## **How to Apply:**

All applications must be submitted electronically to Margaret Moore, Board Chair, WIFLE Foundation, Inc. at: RetiredATF@ gmail.com. No more than a two-page resume will be considered.

This announcement will close **December 1, 2022**

Salary (\$39,000) is based on an average of a 20-hour work week per year and is a flexible schedule but guarantees the mission of the organizations is carried out responsibly.

### **WIFLE Foundation, Inc.**

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