

CHIEF EXECUTIVE OFFICER

TRICOR CENTRAL OFFICE

Job Class: Executive

Salary Range: \$9,892 – \$12,552 per month

Location: Nashville, TN



TRICOR
6185 Cockrill Bend Circle
Nashville, TN 37209

For more information contact:
Julie Perrey
615.741.1800

To apply and send salary
requirements send an email to:
TRICOR.HumanResources@tn.gov



**All State of Tennessee
facilities are smoke free
environments.
The State of Tennessee is
an equal opportunity, equal
access, affirmative action
employer.**

Job Description:

The TRICOR Chief Executive Officer is responsible for providing strategic leadership for TRICOR by working with the Board of Directors, the executive team, and the senior leadership team to establish long-range goals, strategies, plans, and policies. The Chief Executive Officer also has such powers and duties as are prescribed by law or in the by-laws, or as may be assigned by the Board. Responsible for ensuring the organization is operated with a balance between the three spheres of influence affecting TRICOR which include business, societal and government.

Primary Responsibilities:

- Commits to and puts into practice TRICOR's Mission, Vision, and Values.
- Administers, manages and directs the affairs and business of TRICOR subject to the policies, control and direction of the Board of Directors.
- Develops, maintains, and conducts the affairs of TRICOR, including initiating, planning, and executing the projects, programs, and other activities of the organization pursuant to the state law.
- Spearheads the development, communication, and implementation of effective growth strategies and processes.
- Fosters a success-oriented, accountable environment within TRICOR.
- Provides direct supervision to the Chief Operations Officer, Chief Networking Officer, Legal Counsel, Chief Financial Officer, Director of Business Excellence, Director of Communications, Director of Sales and Marketing, and the Executive Assistant to the Chief Executive Officer. Chairman of the Board will serve as the reviewer of the interim and final reviews.
- Primary contact with the Tennessee General Assembly. Develops and maintains effective working relationships with the Governor, officials of federal, state and local government, correctional industry groups, non-profit groups, post release providers, and the public.
- Communicates regularly with the Board of Directors via e-mail updates, other written correspondence, and face to face individual meetings.
- Provides open communication with and between TRICOR staff to ensure an engaged and supported workforce.
- Other duties as assigned.

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Education, Experience and Qualities:

- Chief Executive Officer/Executive Director experience preferred. A minimum of three years senior management experience required, preferably in state government, correctional industries or nonprofit management.
- Experience in working successfully with a board of directors.
- Track record of effectively leading high-performing teams, setting and achieving strategic objectives, managing multiple simultaneous projects, managing within a budget and growing an organization and staff that shows a commitment to quality programs and data-driven program evaluation.
- Proven financial acumen.
- Strong public relations experience showing an ability to engage a wide range of people with a demonstrated ability to communicate persuasively and passionately in a variety of mediums and situations.
- Demonstrated ability to collaborate effectively with diverse groups of people. Effective oral and written communication skills; and the ability to serve with tact, diplomacy, and poise as TRICOR's principal spokesperson to the public, TRICOR's partners, legislators at the State and federal level, and other federal state and local governmental officials.
- Evidence of a personal connection to TRICOR's mission.
- A leader who is inspiring, trustworthy with high integrity and ethical standards and is interested in a long-term position.
- Bachelor's degree required. Master's Degree in criminal justice, business, public administration, economics, or other related field is preferred.

Knowledge, Skills, Abilities, and Competencies:

- Creative leadership in developing, through research and other methods, sound and innovative programs in compliance with state and federal laws and regulations.
- Extensive knowledge of development and oversight of operating and program budgets.
- Basic knowledge in automated systems and ability to develop reporting systems.
- Ability to make decisions on problems and address issues affecting TRICOR's programs which involve the relationship of practical business requirements and various federal and state laws and regulations, organization policies, rules and regulations.
- Ability to plan and conduct a state-wide program of providing occupational and life skills training for the Tennessee Department of Correction's incarcerated population through job training, professional certification and coaching. This program also provides post-release services and assist the offenders in their job search after release.
- Ability to deal tactfully with state, federal and local government officials and legislators, media, the public and co-workers, to exercise good judgment in evaluating situations and making decisions, to express ideas clearly, concisely, and convincingly, and to address an audience effectively.

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State of Tennessee Benefits

Health Insurance	401K & Retirement Pension Plans
Dental Insurance	Textbook Reimbursement
Vision Insurance	Continuing Education Discounts
Incentive Plan (subject to plan criteria)	Employee Learning & Development
Flexible Spending Accounts	Life Insurance

For more information regarding health options you may visit:
<http://www.partnersforhealthtn.gov/>

For State of Tennessee pension plan:
<http://treasury.tn.gov/tcrs/PDFs/hybridplan.pdf>

For Deferred Compensation – 401K:
<http://treasury.tn.gov/dc/>

TRICOR exists to provide occupational and life skills training for Tennessee's incarcerated population through job training, program opportunities, and transitional services designed to assist Offenders with a successful reintegration into society. TRICOR operates multiple businesses ranging from data entry and printing to agriculture and manufacturing. TRICOR offers Tennessee's state, county and local government's quality goods and services and competitive pricing.

TRICOR transforms lives on a daily basis. TRICOR designs programs to make an impact on the lives of offenders and prepare them for success after release.