



Position Announcement: Executive Director — Multistate Tax Commission

The Commission

The Multistate Tax Commission is an intergovernmental state tax agency. The Commission's purposes are:

- Facilitating the proper determination of state and local tax liability of multistate taxpayers, including the equitable apportionment of tax bases and settlement of apportionment disputes;
- Promoting uniformity or compatibility in significant components of tax systems;
- Facilitating taxpayer convenience and compliance in the filing of tax returns and in other phases of tax administration;
- Avoiding duplicative taxation.

The Commission conducts its activities through an organization made up of staff and state agency participants. The Multistate Tax Compact member states are represented in the Commission by the heads of their state tax departments. In addition to these Compact members, the Commission also provides for participation in its various operations by its Sovereignty and Associate member states.

The primary activities of the organization are the study and promotion of uniform tax rules, joint state tax audits of large multistate businesses, a multistate nexus program providing voluntary disclosure agreements for taxpayers, and various training and information sharing for state tax agency employees.

Duties of the Executive Director

- **Operational and Fiscal Management** — The Executive Director, under the direction of the Commission's Executive Committee, oversees the general administrative affairs of the Commission. Subject to any directions given by the Commission and within its policies, he or she hires, promotes, supervises, discharges, and fixes the duties of members of the Commission staff and has responsibility for all Commission resources.
- **Strategic Leadership** — The Executive Director, under the direction of the Strategic Planning Committee, is responsible for carrying out the Commission's strategic goals and overseeing and providing leadership to staff and participating states on emerging issues that affect those goals.

- Staff Leadership — The Executive Director is responsible for overall leadership of the organization's staff and for developing practices and procedures for the work done by staff and state participants, setting priorities, promoting the use of helpful tools, ensuring proper communications, and helping to develop skills and expertise.
- Member and Public Relations — The Executive Director is in charge of maintaining and promoting positive and productive relationships with member states as well as with the public participants in the Commission's processes. This often involves representing the Commission at public events and speaking on behalf of its work.

Qualifications of Potential Candidates

The Commission is a unique organization. It has a limited membership. Its members are diverse. Its goals are sweeping and long-term. Its work is often complex. And it may sometimes require the balancing of conflicting interests between its member states.

The primary qualifications for potential candidates include experience with the following:

- The Commission and its Work — A candidate should have experience in participating in the activities of the Commission and should understand how the organization operates as well as the different aspects of its program activities, including uniformity work, joint audits, nexus, and training.
- Organizational Management — A candidate should have experience in organizational management functions such as staffing and human resources, budgeting and fiscal management, coordinating and prioritizing work, overseeing the use and application of technology, etc.
- Management of State Tax Agency — A candidate should have management experience in a state tax agency, or similar administrative experience, especially as it relates to administration of state business income and general sales tax systems and particular requirements of tax administration including audit and litigation processes, taxpayer confidentiality, and providing public information.
- Legislative or Regulatory Matters — A candidate should have experience with legislation or regulatory rulemaking processes at the state or local level and interacting with stakeholders involved in these processes. An understanding of the role that the federal government can have in state tax systems is also valuable.
- Public Speaking and Training — A candidate should have experience in public speaking and training, including state tax matters. In particular, a candidate should have experience speaking to tax administrators, practitioners, taxpayers, and lawmakers and have an understanding of those audiences and their needs.

Specific Requirements and Application Information

- Education — A graduate level degree in a relevant field is required.
- Location — The position is located at the Commission's headquarters office at 444 North Capitol Street, N.W., Suite 425, Washington, D.C. Because the Executive

Director is expected to be at the office at least twice a week (when not traveling for work), he or she must reside in the greater Washington, D.C., metropolitan area or within a reasonable extended ground (rail or personal vehicle) commuting distance, which is an approximately 150-mile radius of D.C. or less.

- Travel — Frequent U.S. domestic travel required.
- Compensation — Public sector salary in the \$200,000s, commensurate with experience. Compensation also includes fully paid medical & dental insurance, a defined contribution plan, and other benefits.
- Start Date — Based on applicant availability, but preferably February 2026.
- Applications — Submit a detailed letter of interest and resume to Gregory S. Matson, Multistate Tax Commission, 444 North Capitol Street, N.W., Suite 425, Washington, D.C. 20001; telephone (202) 650-0300; e-mail gmatson@mtc.gov. Electronic submissions preferred, please use PDF format for attachments. The application deadline is December 31, 2025.