

Position Specification

Chief Executive Officer

The Company

Our client is a leading source for mortgage servicing education and training to support the business needs of the mortgage banking and related real estate and legal industries. Led by a team of industry professionals, the company has set its course to provide the most comprehensive educational experience, including online courses, vendor certifications, industry-recognized certifications and more. The company delivers educational solutions that provide members the knowledge to adapt, innovate and maximize efficiency.

The Position

Location

Southwest United States

Overview

The company is seeking to identify a dynamic and experienced leader to become Chief Executive Officer (CEO) to supervise and control all strategic and business aspects of the company. This position will be the first in command in the company and responsible for giving the proper strategic direction as well as creating a vision for success. This includes owning the digital media and marketing vision for the company.

To thrive as a CEO, the successful candidate must be a prudent manager and an inspiring leader. The ideal candidate will have a business mindset and will be able to see the “big picture” in a variety of settings. They will take actions to enhance the company’s cash flow, while keeping the human factor in perspective.

The goal is to drive the company’s development and guide it towards long-term success.

Responsibilities

- Provide inspired leadership company wide and steward the digital culture of the company.
- Maintain a deep knowledge of the markets and industry of the company.
- Develop high quality business strategies and plans ensuring their alignment with short and long-term objectives.
- Identify new markets and products that leverage existing company capabilities.
- Report to the board of directors and keep them informed.
- Develop and implement operational policies and a strategic plan.
- Develop the company’s culture and overall company vision.
- Help with recruiting new staff members when necessary.
- Create an environment that promotes great performance and positive morale.
- Oversee the company’s fiscal activity, including budgeting, reporting, and auditing.



- Review financial and non-financial reports to devise solutions or improvements.
- Work with senior stakeholders, chief financial officer, chief operating officer and other executives.
- Work with the board to determine values and mission, and plan for short and long-term goals.
- Identify and address problems and opportunities for the company.
- Build alliances and partnerships with other organizations and stakeholders and act as a point of contact for important shareholders.
- Oversee day-to-day operation of the company.
- Work closely with the human resource department to ensure great hiring.

The Candidate

Education

A bachelor's or master's degree in a relevant discipline or MBA.

Professional Qualifications

- 10 years' experience in a senior executive management position.
- Proven experience in relevant trade or industry association, event planning or member-driven organizations would be a plus.
- Successful experience driving digital strategy or digital media publications is strongly preferred.
- Knowledge of profit and loss, balance sheet and cash flow management and general finance and budgeting.
- Ability to facilitate ideation to improve and expand product offerings with current resources.
- Ability to build consensus and relationships among executives, partners, and the workforce.
- Understanding of human resources and personnel management.
- Experience with corporate governance.
- Proven negotiation skills.
- Ability to understand new issues quickly and make wise decisions.
- Ability to inspire confidence and create trust.
- Ability to work under pressure, plan personal workload effectively and delegate.

Important Leadership Traits

- Strong leadership ability
- Strategic mindset
- Professional business acumen
- Outstanding problem-solving skills
- Excellent ability to lead and manage
- Continually drive effective results
- Communicate effectively at all levels



To learn more about this opportunity or provide a confidential referral, please contact:

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