

Position Specification

Not-For-Profit Organization

Chief Executive Officer

The Company

Our client is a 501(c)6 not-for-profit organization which provides a forum for knowledge exchange and sharing of best practices for the Business Technology Leader community. The organization serves with a vision of being the most respected society of IT leaders. Their mission is to bring together IT leaders to share, network and give back to their communities through the collaboration of local chapters.

The Position

Location

The CEO will work from his or her home office, wherever that may be in the United States.

Reporting Relationship

Reports to the Board of Directors through the Board Chair and is a non-voting member of the Board. The CEO may be a non-voting ex-officio member of all committees, councils, task forces, and other member forums appointed or established by, and accountable to, the Board of Directors. The CEO oversees the relationship with Association Headquarters, which provides staff support for accounting, marketing and other programs, and on a Chapter level, liaises and collaborates with the Chapter Leaders

Position Overview

Our client, as an organization, is facing a transformation. The new CEO will be responsible for leading the National Board and Management Committee, many of whom are volunteers, through a strategic change process. This will entail effectively collaborating with multiple stakeholders to develop and deliver a strategy for growth that distinguishes the organization in the competitive landscape, preserves its core mission and allows for differentiation among each chapter. The successful candidate must possess outstanding business acumen, situational awareness and relationship building skills. He or she needs to have confidence without hubris and be equally comfortable taking the lead as the voice of the organization, or letting others shine by playing a supporting role.

Responsibilities

- Collaborate with all key stakeholders at the national and chapter level to develop a strategy for growth and an implementation plan.



- Provide a thorough analysis of the competitive landscape and industry trends and factor this information into the ongoing strategy and operations of the organization.
- Serve as the face and voice of the organization, advocating for and on behalf of the organization to all interested parties. Reinforce the organization's value to drive growth of the chapter footprint and individual chapter membership.
- Encourage strong participation in organization events, including the national conference, etc.
- Direct and execute all activities of the association, either directly or through delegated authority. Oversee the operations of the organization, managing and developing internal and external staff. Maintain official records and documents. Ensure compliance with federal, state and local regulations.
- Present a CEO report at all board meetings and ensure the Board is kept fully informed on the state of the organization. Work with the Board Chair to develop and deliver board orientation and assist with recruitment of board members.
- Develop and provide appropriate policy recommendations for consideration by the Board.
- Jointly with the Chair and Secretary of the Board, conduct official correspondence of the organization and jointly, with designated officers, execute legal documents.
- Coordinate appropriate interactions between the Board and the Management Council to ensure alignment of leadership with the organization's goals and objectives.
- Coordinate the goals, activities and results achieved by the Management Council. Build a pipeline of volunteers who can be successors for Management Council roles.
- Build strong relationships with chapter leaders, communicating the organization strategies and enrolling chapter support and engagement in their development and execution.

Travel

- This position will require some travel, estimated at 25%.

The Candidate

Education

A Bachelor's degree is required, with a preference in business or a technology related major. A Master's degree would be an added plus.

Professional Experience

- Minimum 10 years of management experience in the association management or not-for-profit industries, or in a federated member-centric organizational structure.
- Currently serving as an organization's top executive or a high potential #2 or #3 leader.



- Accustomed to developing an organization’s vision and strategy and working with multiple stakeholders with different points of view to implement the strategy.
- Experience developing effective working relationships with members and chapters, creating teamwork and uniting around a common vision.
- Past experience leading an organization undergoing a transformation, including assessing the competitive landscape and providing a way forward.
- Possesses diverse business experience, strong financial acumen and a point of view about technology gained through direct career experience or professional interest.
- Leads, delegates, or acts as an individual contributor, as situations require.

Personal Characteristics:

- A relationship builder who can effectively work with all stakeholders at the national and chapter level.
- A leader with outstanding interpersonal skills and gravitas who is self-aware, authentic, approachable, open and honest.
- A skilled communicator and public speaker who can effectively carry the mission, message and strategy of the organization to all audiences.
- Exhibits diplomacy, courage and composure when handling Board, Management Council and Chapter Leader relationships and when faced with challenging situations.
- An individual of the highest level of integrity who operates with energy and urgency.

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

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