

## EXECUTIVE DIRECTOR, CENTER OF EXCELLENCE

The Center of Excellence Executive Director is responsible for providing guidance and recommendations to its Board of Directors for the development and implementation of appropriate policies, procedures, and programs to ensure the continued growth and financial viability of the Center of Excellence (COE).

### Responsibilities Include:

- Manage and direct the COE within the limits of the COE's Bylaws, and within the framework of the policies and procedures established by its Board
- Work with the COE's governance on establishing overall goals of the organization documented through the development of periodic strategic plans, annual operating plans, and budgets
- Serve as staff liaison to Board advisory and steering committees
- Act as a conduit between COE and Board governance and initiatives
- Identify and assist in the recruitment of Center partners
- Negotiate and execute contracts and commitments authorized by the COE's governance, or as established by policy
- Develop strategies and implement plans and programs focused on attracting members and partners, and retaining existing members
- Provide an environment for members and partners to develop, share, and disseminate knowledge conducive to meeting the needs of the industry
- Develop and oversee all promotional and public relations strategies and messaging
- Oversee all external marketing activities including electronic, printed, on-site shows, and social
- Manage the solicitation, sales, and operations of exhibits and sponsorships, including fundraising activities
- Oversee the successful contracting, planning, development, and execution of meetings, seminars, conventions, conferences, and other events
- Oversee the creation and distribution of educational materials
- Develop content for publications and websites
- Establish guidelines for the pricing of all applicable products and services
- Serve as a liaison with domestic and international organizations and agencies, and promoting the interests, goals, activities, and strategic operations of the COE
- Work collaboratively towards continuous improvement activities
- Create various reports, business correspondence, and presentations
- Ensure departmental compliance with COE policies as they relate to customers from embargoed countries
- Ensure departmental compliance with COE policies as they relate to record storage and retention, and security of COE materials and customer data
- Direct the work and provide leadership to other COE staff members

### Position Requirements:

- Advanced Degree in technical field and related business experience
- 5 years' experience dealing with volunteer boards, committees, and industry representatives
- Knowledge and understanding of applicable industry-specific concepts and technology
- Knowledge of not-for-profit governance

- Familiarity with State and Federal lobbying restrictions and requirements
- Familiarity with Federal anti-trust law
- Fundamental knowledge of financial reporting, budgeting, and analysis
- Training and experience in generating business plans
- Certified Association Executive (CAE) credential beneficial
- May be required to attend conventions, trade shows, off-site meetings, industry conferences, training events, or other business-related events which could involve multi-day or multi-week overnight domestic and international travel.

Desired Attributes:

- Capacity to read, analyze, and interpret general business documents and procedure manuals
- Desire and drive to make an impact on the industry
- Strong leadership skills with the ability to foster support from others to accomplish goals and objectives
- Ability to influence the actions and opinions of others
- Exceptional organizational skills with the ability to prioritize, handle multiple tasks, and meet deadlines
- Ability to define problems, collect information, establish facts, and draw valid conclusions that positively impact the COE
- Strong oral and written communication skills with the ability to speak effectively about complex matters before a wide variety of individuals or groups, either internally or externally
- Excellent interpersonal and listening skills with the ability to work towards a common goal within cross-functional teams
- Ability to work with minimal direction and take on new assignments/projects with little supervision
- Capable of exercising independent judgement and discretion to make decisions that impact group operations
- Ability to uphold a high standard of conduct and ethics
- Capable of maintaining discretion when working with confidential information
- Flexibility and willingness to take on new projects and tasks