

IRTA EXECUTIVE DIRECTOR JOB DESCRIPTION

TITLE: Executive Director

LOCATION: Springfield, IL

REPORTING RELATIONSHIP: The Executive Director reports to the board of directors.

PRINCIPAL RESPONSIBILITIES: The Executive Director provides strategic leadership and executive management consistent with the strategic plan and the direction of the board. Manages and leads the professional staff and day-to-day operations of the association to achieve the association's mission. Leads the association to a place of credibility in diversity, equity, and inclusion. Develops and nurtures strategic relationships and represents the association to the media, lawmakers, and other publics. Advances the mission, achieves financial and operational objectives. In addition, the Executive Director will:

- Advise and support the board of directors in governing the organization; participate fully in deliberations of the board, board committees, and other elements of governance; participate in the development of the strategic plan; provide the board with regular reports, thought leadership, data, analysis and recommendations to assist in governance and strategic thinking.
- Develop and propose: the annual Plan of Work and Budget; Board and Operational Policies; New program and service opportunities; amendments to the by-laws and other governing documents.
- Execute the annual plan of work and budget as adopted by the board.

- Hire, develop, review, and terminate the professional staff.
- Establish a customer-focused staff culture that supports innovation, continuous improvement, career-long learning and professional development within a safe, welcoming, and diverse workplace.
- Set the tone and demonstrate ongoing support of a staff culture where employees of all levels report comfort discussing and taking action in diversity, equity, and inclusion.
- Provide timely updates to members via written communication.
- Support the growth and development of local units; provide a range of unit services, including consulting and board development.
- Provide thoughtful stewardship of the association's assets, including: cash, investments, tangible property and intellectual property.
- Maintain a strong and effective Visual Identity Standard, protecting the association's trademarks and service marks.
- Produce the biannual convention, maintaining its stature as the association's premier conference; deliver outstanding attendee experiences and achieve budget targets.
- Produce other conferences and meetings as scheduled to deliver outstanding attendee experiences and achieve budget targets. Develop, implement, and market other products, programs, and services.
- Serve as executive publisher of the association's newsletter and other publications.
- Lead policy advocacy and lobbying efforts: oversee research, media outreach, legislative education and member engagement in the policy process. Manage

alliances and relationships with other organizations that support advocacy efforts.

- Select, engage, and supervise vendors and contractors and other service providers.
- Evaluate and sign contracts and other agreements.
- Work closely with professional advisors to the board, such as the general counsel and official auditor.
- Develop and manage relationships with sponsors, partners, advertisers; strategic allies, and others.
- Inform the board regarding the condition and operations of the organization and trends, events, or emerging issues that can impact the association's success.
- Manage the office, infrastructure, systems, policies, and procedures necessary to administer the headquarters operation, serve members and local units and ensure consistent, high-quality, professional operations.
- Serve in various roles with related subsidiaries.

EDUCATION:

Bachelor's degree. An advanced degree is preferred but not required.

Certification in association management preferred but not required.

QUALIFICATIONS: Minimum of 10 years of work experience with at least 5 years in a management position. Previous association CEO experience is preferred but not required.

**PERSONAL
CHARACTERISTICS:**

- Spokesperson, ambassador, and enthusiastic advocate for the association.
- A leader able to develop credibility with the membership, staff, and board.
- Personable, self-confident, and positive.
- Self-reflective and excellent communicator.
- Willingness to travel approximately 20 percent of time on behalf of the association.
- Trustworthy; operates with the highest level of integrity and ethical behavior.
- Skilled in interpersonal and organizational conflict analysis, management, and resolution
- Open, candid management style.