

## **Executive Director**

### **Electric Association, Inc.**

#### **Position Overview:**

The Electric Association is seeking dynamic an Executive Director to lead the Electric Association, a trade association founded in 1926 serving the Chicagoland electrical construction industry. In addition to overseeing a small office staff and a \$500k annual budget, the Executive Director will be responsible for reporting to and working with the President, Officer and Board of Directors to continue the growth of the Association membership, conference, education foundation, and annual programs. The Executive Director will also oversee the Chicagoland Electric Association Education Foundation, a charitable organization that provides continuing education programs to the electrical industry, as well as academic scholarships.

The Executive Director will be a representative of the association and the electrical industry at various events and will work closely with the divisions of the Electric Association, and various stakeholder groups to ensure the association has a positive impact on the electrical community.

#### **Duties and Responsibilities:**

Directs the overall operations of the Electric Association (EA), with direction on policy from its Officers and Board of Directors, including managing the annual budget and developing strategies to increase income to meet budget goals.

Maintains official records/documents to ensure compliance with federal, state, and local regulations.

Works with the EA board of directors, staff, divisions, and committees in developing policies, programs, organizational plans, and long-range strategies to carry out the EA's mission.

Maintains a working knowledge of significant developments and trends in the electrical community, related fields, government policies, and association management that would affect the organization.

Develops and maintains professional liaisons with Division boards, as well as with the Allied associations that do business in the same industry.

Serves as an effective spokesperson representing and promoting the EA and its programs to members, allied organizations, and in the electrical community.

Manages the Chicagoland Electric Association Education Foundation – a 501c3 charitable foundation that provides continuing education programs to the electrical industry and awards and distributes academic scholarships for the descendants of association members.

#### **Executive Management:**

Implements all policies, programs, and directives of the EA as directed by the Board, and provides support, consultation, and adequate information in a timely manner to the membership.

Assists the EA President in his/her duties and attends and oversees the logistics and the formal reporting and recording of all Board of Director and Divisional board meetings held by the EA.

#### **Membership Service:**

Ensures that the needs of members and clubs are met and/or exceeded, and that divisions, members, and membership issues are resolved in a timely fashion.

**Administration:**

Maintains a positive teamwork environment amongst staff with the understanding that employees must wear multiple hats in a small office environment.

Acts as a conduit to ensure effective communication between the staff and the Board of Directors and facilitates a positive working relationship between both.

Facilitates an atmosphere of open communication with the staff.

Ensures that programs, policies, and procedures are in place to maximize volunteer involvement.

Ensures adequate security, upkeep, and maintenance of all property and equipment owned, rented, or leased by the EA.

**Personnel:**

Provides general direction to all employees and oversees all areas of human resource management.

**Communications:**

Ensures that the EA Officers and Directors are kept fully informed about the condition of the EA, its operations, finances and important factors affecting it.

Ensures that employees are well informed, maintain open lines of communication and are all working together to meet common goals to better the association.

Communicate regularly with the association's membership via email marketing, the monthly E-newsletter, and by attending association events.

**Finance:**

Works with the Officers to develop financial strategies, the annual budgets and works with the Association's appointed CPA to conduct financial reconciliation and/or audits and annual financial statements and tax returns.

Authorizes and monitors expenditures and ensures for adequate control and accounting of funds.

Identifies and pursues all revenue sources, coordinates fundraising activities, and ensure that recognition is extended to donors.

Oversees a transparent financial system with the Officers and Directors of the Association.

**ElectriCITY Magazine**

Prepare content and articles relating the events of the association, as well as industry activities, code and standard changes, and industry partners for the Association's quarterly magazine publication.

**Fundraising:**

Establishes and maintains positive relationships with corporate and individual members, potential members, allied trade associations, sustaining members, and potential funding sources.

Proven ability to develop corporate sponsorship programs, event sponsorships, and meet fundraising goals for events.

**Public Relations:**

Acts in a senior public relations role to promote the Electric Association at industry functions and membership gatherings.

**Program Management and Event Planning:**

In collaboration with the Board of Directors, provides leadership, and develops, implements, and maintains programs that provide value and benefit to the membership and the EA.

Identifies non-dues revenue opportunities and develops and executes revenue strategies to meet the EA's goals and objectives.

Ensures success and increased growth of the largest association non-dues revenue events: Annual Conference and Trade Show, Auction Benefit, and Consulting Electrical Engineers Technical Forum and Trade Show.

Oversees or carries out event planning role for other association events including the Division meetings and events, tours, the Annual Awards Banquet, and education programs.

**Supervision:**

Executive Director reports directly to the EA President and bears overall accountability to the Board of Directors as a whole. The performance of the Executive Director is reviewed by the Officers of the association annually.

**Qualifications, Skills, and Abilities:**

Must be self-driven and carry out executive management and administrative skills of the association.

Must possess strong strategic planning, implementing, executing, and evaluation skills.

Fundraising: Must have a strong customer service, driven work ethic with the ability to create new revenue streams and obtain corporate sponsors to develop revenue at events.

Must work effectively with the Officers and Directors, staff, the various membership groups and allied trade associations.

Must demonstrate excellent interpersonal, verbal, written, and electronic communication skills. Must have the ability to work with and supervise others as a team builder and team player.

**Education and Experience:**

Should have a four-year degree in business/management, public sector management or equivalent work experience.

Should have at least three years of work experience in a management position with organizational and administrative experience in membership association.

Should have experience managing a small team and overseeing volunteer committees.

Working knowledge of marketing programs for communication with members (Constant Contact), and have the ability to maintain the content of the website and mobile app.

Knowledge of Association Membership Database software a plus.

Experience in creating and overseeing an annual budget.

Experience in planning a conference and/or trade show is desired.

Ability to speak publicly in small groups or at industry events.

General knowledge of associations/and or non-profit organization management is preferred.

Knowledge of the construction industry is desired.

**Job Type:**

Full-time position. We offer competitive salary for a small association, and benefits package including paid time off, medical, dental, vision, life insurance package, as well as a travel reimbursement plan.

**Travel:**

This position requires attendance at Board meetings, membership meetings, and other industry events in the Chicagoland area, that will require participation on weeknights a few times each month, and attendance at weekend events a couple times per year.

**How to apply:**

Please send a cover letter, resume and compensation requirements via Email to: [admin@eachicago.org](mailto:admin@eachicago.org).  
Résumés will be accepted through July 30, 2018.