

AACE International – Executive Director/CEO.

AACE International seeks its next Executive Director/CEO. The ED will be highly collaborative and work closely with AACE's Board of Directors and staff. A successful candidate will have an established track record of strategic leadership and ensuring effective and efficient operations while driving growth and results. In addition, AACE is seeking an individual who has managed, and nurtured staff members and created a culture of learning and development and operational excellence. Must have a proven history of building, cultivating and stewarding relationships for a variety of stakeholder groups within a nonprofit association.

About AACE International

AACE International, The Association for the Advancement of Cost Engineering, is a 501(C)(3) nonprofit organization with over 7,000 members in over 100 countries has been serving the total cost management community since 1956. AACE develops technical guidance, holds an annual Conference & Expo, maintains eight certification programs and develops educational programs. AACE is headquartered in Morgantown, WV with a full-time staff of 14 and an annual budget of \$3.5M. It's website is www.aacei.org.

Executive Director Role

The Executive Director provides leadership in developing program, organizational, and financial plans with the Board of Directors and staff and carries out plans and policies authorized by the Board. The ED cultivates a strong and transparent working relationship with the Board and ensures open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals. The ED establishes the association's organizational and staff structure and maintains a climate that attracts, keeps and motivates a diverse staff. The ED is a non-voting member of the Board of Directors and the Executive Committee.

Essential Requirements

The ideal candidate will be an experienced executive with business and financial acumen, someone who can identify new revenue opportunities, monitor and control expenditures, and lead a staff team to success. All qualified candidates will be expected to present the following:

- At least five (5) years' experience as an executive director or association senior leader with a non-profit association.
- Bachelor's degree in nonprofit management, business or a related field
- Certified Association Professional designation highly desirable
- Experience working with boards of directors, committees and task forces.
- A compassionate leader with a strong ethical compass that can maintain a positive culture that attracts and retains highly motivated staff
- Strong change management skills and a commitment to being proactive and building trust among stakeholders.

- Prompt in decision-making, including managing performance and addressing difficult situations.
- Experience in a global or international organization
- Demonstrated understanding of governance issues, including board management and dynamics.
- Ability to analyze opportunities and risks to move the business forward and formulate effective plans.
- Experience developing membership acquisition and retention strategies
- Social media savvy; actively participates on LinkedIn, Twitter and other platforms.
- Outstanding written and oral communication skills
- Understanding of certification program operations and strategies
- Significant experience developing and monitoring operating budgets and forecasts and maintaining sound financial practices.
- Experience with a virtual office environment is highly desirable.
- Experience in implementing an organization restructure is highly desirable.
- Ability to develop and maintain strong volunteer relations.
- A commitment to developing an understanding of the cost engineering industry in order to develop marketing initiatives for AACE's business units and to develop new product lines that are timely and relevant to the profession.
- Ability to set priorities, delegate responsibilities, and mentor, motivate, and develop staff.
- A charismatic personality that is approachable, fun and curious

Remote candidates will be considered; initially it will be necessary to spend time in the Morgantown office before moving to a remote working arrangement.

Interested candidates should send a resume and a detailed cover letter explaining how your requirements match the position to search@aacei.org by May 15, 2020. Salary requirements must be included to be considered. AACE will offer a competitive salary and excellent benefits package to the right candidate.

For more information on the organization visit www.aacei.org