

EXECUTIVE POSITION PROFILE

Executive Director/ Chief Executive Officer



Tampa, Florida

This search is being conducted by:

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I. Position Description

Position Responsibilities

Reporting to the President of the Board, the **Executive Director/Chief Executive Officer** of BICSI plays a vital role in the success of the organization and its impact on the profession. The new executive will look at the future needs of the association to include further global expansion, monetization of content, professional development of in-person and online delivery of educational materials, as well as continuing the organization's reputation of excellence in standards development. The Executive Director/Chief Executive Officer, in collaboration with the Executive Management Team, will execute the following responsibilities:

Strategy and Planning

- Ongoing collaboration with the Board of Directors to develop, plan, and implement the strategic direction of the association ensuring that an outcome-based plan is in place with appropriate annual metrics.
- Develop and maintain a dashboard to review the strategic plan, reporting progress to ensure that priorities and resources align.
- Oversee the day-to-day operations of BICSI staff (approx. 60) to provide for the smart growth of the organization.

Visibility and Impact

- Serve as a key internal and external spokesperson in conjunction with the Board President, speaking for the association to the media, members and public.
- Lead efforts to enhance organizational visibility and awareness, including further developing relationships with relevant partner organizations and associations.
- Develop a cohesive marketing and communications plan that includes the production of high-quality and persuasive collateral, using both print and digital technology, to raise the visibility of BICSI and its programs and products.



- Ensure that BICSI meets the needs of the profession through multiple engagement pathways.
- Champion staff, members and volunteers to advance their professional status.

Governance

- Foster and encourage active volunteer leadership, participation, and development across all levels of the organization.
- Partner with the Board to build best practice based governance policies and practices.
- Ensure the Board of Directors is kept fully informed on the condition of the organization and all the important factors that influence it.
- Ensure good communication within the governance and staff structure.

Revenue Generation

- Collaborate with staff, board, and volunteers, developing and managing the execution of programs, products and services, resulting in a positive financial growth.
- Focus intently on issues that are relevant to the stakeholders.
- Actively engage with and pursue input from the membership base to address needs.

- Engage volunteers and staff to oversee the development of learning resources, tools, committee strategies and advancement of meetings and conference programs.

Organizational Culture

- Champion organizational culture aligned with values.
- Create a positive work environment that promotes staff development and satisfaction.
- Practice servant-leadership internally and externally while attracting, engaging, and retaining high caliber staff.
- Develop and manage an effective team to achieve the strategic goals and to conduct the business of the organization successfully.

Financial Management and Performance

- Work with staff to propose an annual organizational budget for Board of Directors' approval based on an assessment of needs, external environmental factors, and BICSI's strategic plan.
- Ensure financial stability and report transparently to the Board of Directors.
- In conjunction with the staff and Board, ensure the achievement of the annual operational plan and financial goals with appropriate resource allocation, goals, and performance metrics.
- Ensure a financial management strategy that promotes good stewardship throughout the organization and makes certain both systems and strategies are managed well.

Measures of Success

The following are examples of the accomplishments the Board of Directors would consider in evaluating the success of the new Executive Director/Chief Executive Officer after a year in the position:

- A smooth transition of leadership with no loss of momentum.
- Establishment of effective and trusted relationships with the Board, staff, members and other stakeholders ensuring regular communication among all.

- Cohesive, collaborative and inspired staff that demonstrates effectiveness and commitment to the work and success of BICSI.
- Has demonstrated an understanding of profession as well as the needs of the membership.

Experience & Qualifications

- Bachelor's degree required; Master's degree preferred.
- At least 10 years of executive-level leadership and management experience in a professional membership association or nonprofit organization
- A history of success working with a volunteer Board of Directors and the ability to cultivate existing board member relationships, roles and responsibilities.
- Evidence of effective financial management, including financial planning, budget development and strategic growth of income and assets of an organization.
- History of successfully driving revenue.
- Recognized leader and manager.
- Ability to lead the standards setting work of an organization.



- Has served as a leader and mentor for staff members, creating an environment where they can grow and further develop their professional skills.
- Knowledge or the ability to learn the ICT industry a plus.

Behavioral Traits

The successful candidate will possess personal and professional integrity, a preference for a collaborative culture, strong communication skills, and highly

developed people skills. In addition, the qualified candidate will have a strong drive to succeed and a combination of the following:

- Inspiring, empathetic, and collaborative leadership style.
- Strong emotional intelligence, including active listening skills and compassion.
- An honest, transparent, inclusive communicator.
- Strategic visionary.
- Excellent mentoring and coaching skills.

II. Organization Review

About BICSI

With a budget of \$15 million and a staff of 60, BICSI is a professional association supporting the advancement of the information and communications technology (ICT) community. ICT covers the spectrum of voice, data, electronic safety & security, project management and audio & video technologies. It encompasses the design, integration and installation of pathways, spaces, optical fiber- and copper-based distribution systems, wireless-based systems and infrastructure that supports the transportation of information and associated signaling between and among communications and information gathering devices.

BICSI provides information, education and knowledge assessment for individuals and companies in the ICT industry. BICSI serves nearly 23,000 ICT professionals, including designers, installers and technicians. These individuals provide the fundamental infrastructure for telecommunications, audio/video, life safety and automation systems. Through courses, conferences, publications and professional registration programs, BICSI staff and volunteers assist ICT professionals in delivering critical products and services and offer opportunities for continual improvement and enhanced professional stature.

Headquartered in Tampa, Florida, USA, BICSI membership spans nearly 100 countries.



BICSI Vision Statement

BICSI is the worldwide preeminent source of information, education and knowledge assessment for the constantly evolving information and communications technology community.

BICSI Mission Statement

BICSI's Mission is to:

- Lead the information and communications technology industry with excellence in publications, education and knowledge assessment.

- Advance our members' ability to deliver the highest quality products and services.
- Provide our members with opportunities for continual improvement and enhanced professional stature.

Conferences & Events

BICSI presents numerous conferences and events across the globe. Members participate in a number of Region Meetings and other events. Of note are BICSI's Fall and Winter Meetings. BICSI membership spans more than 140 countries, and Conference, Region Meetings, Breakfast Clubs and Pub Clubs take place all over the world.

Winter (2019 location – Orlando)

The BICSI Winter Conference & Exhibition is the premier industry event for the information and communications technology (ICT) community. Thousands of industry professionals attend this annual event to gain new ideas about the industry and connect with ICT pioneers. The Winter Conference is also home to the annual BICSI Cabling Skills Challenge and the New Product Pavilion, a dedicated showcase in the Exhibit Hall which features emerging ICT products and services. Approximately 4,500 attendees and 180 exhibitors.

Fall (2018 location – San Antonio)

As BICSI's last annual conference of the calendar year, the Fall Conference & Exhibition is the perfect place and time to make lasting connections to take with you into the New Year. With an ever-expanding Exhibit Hall and a diverse conference program covering the industry hottest topics, this conference is one you don't want to miss. The Fall Conference is also home to the What's New, What's it Do? Pavilion, where conference attendees get an up-close look at emerging technologies for the ICT industry. Approximately 3,400 attendees and 125 exhibitors.

ICT Canada presented by BICSI (2019 location – Toronto)

BICSI is known for its progressive first-rate technical conferences and exhibitions around the world, providing information and communications

technology (ICT) professionals with groundbreaking information about the hottest topics in the industry, plus an excellent hands-on product and service exhibition. Now BICSI will bring leading ICT education to Toronto in 2019 with the debut of ICT CANADA – Presented by BICSI, a major event for global technology professionals. Approximately 900 attendees and 75 exhibitors.

Middle East and Africa (permanent location–Dubai)

As BICSI's largest global event, the Middle East and Africa Conference & Exhibition is a celebration of all things related to information and communications technology (ICT). Bringing together hundreds of industry leaders from all over the world, the MEA Conference continues to expand and diversify its offerings each year as ICT grows within the region. Approximately 400 attendees and 31 exhibitors representing 45 nationalities and 34 countries.

Region Meetings

BICSI Region Meetings are the perfect setting for personalized networking with industry professionals in your local area. Offered throughout the year, these one-day meetings also provide up to four CECs.

BICSI Staff Leadership

- **John D. Clark Jr., CAE**, Executive Director/Chief Executive Officer
- **Betty Eckbrecht, CAE**, Vice President of Administration and Chief Financial Officer
- **Kimberly Maki**, Vice President, Marketing, Membership and Business Development
- **Gail Moore-Swaby**, Vice President of Professional Development
- **Ronda V. Thomas, CAE, SPHR, SHRM-SCP**, Vice President of Credentialing
- **Paul Weintraub, RCDD, RTPM, ESS, CAE**, Vice President of Global Development & Support

Web Presence

www.bicsi.org

BICSI World Headquarters

TAMPA, FLORIDA



Tampa is a vibrant and diverse city located directly on Tampa Bay, along Florida's Gulf Coast. The city was named one of the five best US cities with a population of at least 300,000 people. The city's outside all the time lifestyle, constantly expanding nightlife and exciting restaurant scene draw people into its refreshing urban vibe. The local climate, sustainable urban environment, natural resources and economic progress together create a place that locals are proud of, and others find appealing as well.

III. About Vetted Solutions

Vetted Solutions is a Washington, D.C. based executive search firm specializing in association, nonprofit, and hospitality/destination marketing community, recruiting and consulting. We focus on senior staff and CEO positions. For confidential consideration, please email your resume and cover letter to BICSIEDsearch@vettedolutions.com or contact Vetted Solutions at +1 202 544 4749.



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