

Job Announcement

Position Title:

President/CEO, American Council of Engineering Companies of Oklahoma (ACEC OKLAHOMA)

Position Summary:

ACEC OKLAHOMA, founded in 1954, is a business trade association representing nearly 70 member firms with over 2,000 employees, and is the leading business practice and policy advocate for consulting engineering firms in Oklahoma. ACEC OKLAHOMA is a Member Organization of the national American Council of Engineering Companies (ACEC). The successful candidate will succeed retiring President/CEO.

ACEC OKLAHOMA is seeking a President/CEO who is dynamic, forward-thinking and visionary. This individual has the drive and energy to help ACEC OKLAHOMA firms improve the industry and fulfill its mission and strategic priorities, while maintaining the organization's values and culture. This individual will be responsible for overseeing all aspects of the organization and operating in an efficient and effective manner in order to meet strategic goals. In this role, The President/CEO will be the face of the organization, working closely with the Board of Directors, members, member clients, lobbyists, government officials, other advocacy groups, as well as business leaders.

Position Responsibilities:

- Implement strategic plans created in partnership with the Board of Directors.
- Create an adaptable and transparent culture.
- Communicate clearly and regularly with member firms.
- Provide oversight, management and administration of the organization. This will include activities relating to advocacy, staff and consultant supervision, budget management, educational programming, member services, communications/publications, surveys, and other services relevant to the organization's mission and strategic plan.
- Develop positive relationships with members, strategic partners and government officials
- Address challenges in the internal and external environment to protect, advocate for, and advance the engineering industry.
- Comply with all applicable laws and regulations related to the organization.
- Encourage active membership and promote engagement in organizational activities.
- Recruit members to participate in the organization
- Lobbyist for ACEC OKLAHOMA
- Liaison with the national association, the American Council of Engineering Companies.

Desired Attributes:

- Bachelor's degree from an accredited college or university in political science, marketing, public relations, communications or a related field
- Understanding of advocacy group strategies and performance metrics
- Demonstrated ability to successfully implement strategic plans
- Excellent administrative and interpersonal skills
- Ability to recruit, retain organization members
- Five (5) years' experience as an Executive or Senior Staff for a 501(c) organization
- Experience working with the consulting engineering industry
- In-depth knowledge of best practices in association management and governance
- Relationships with the executive branch leadership of state government, allied organizations, state and federal legislators and the Oklahoma business community.
- Certified Association Executive (CAE) highly valued

Total Compensation Package (Salary, Benefits, etc.) is negotiable and commensurate with experience.

In addition to individual applications, ACEC OKLAHOMA will accept proposals from Association Management Companies (AMC) and organizations interested in providing the required services on a contract basis.

Job Application form and Job Description can be found on our website: www.acecok.org

Please email your completed application, cover letter, resume, and contact information for three professional references to career@acecok.org

Applications will be accepted until June 15, 2020 or until the position is filled.

ACEC OKLAHOMA is an Equal Opportunity Employer and seeks diversity in candidates for employment.

All inquiries will be kept confidential to the extent permitted by law.