

# **Sewn Products Equipment & Suppliers of the Americas (SPESA)**

## **Executive Director Position Description**

SPESA seeks qualified applicants for the position of Executive Director.

**POSITION DESCRIPTION:** The Executive Director of SPESA is the senior staff position, charged with general management of the organization.

**ANTICIPATED HIRING RANGE:** Commensurate with qualifications and experience.

### **GENERAL RESPONSIBILITIES:**

- I. Serve as primary representative of the association to SPESA members, prospective members, other industry associations, customers, trade show groups, conference attendees and speakers, suppliers, and the general public to create positive partnerships and outcomes for the association.
- II. Lead in identifying, developing, and executing strategic initiatives for the association that align the organization to serve present and future membership needs.
- III. Lead, with the association Board Chairman, the annual process of setting goals and objectives. The Executive Director shall have primary responsibility to implement activities to fulfill these goals and objectives. In addition, the Executive Director will provide appropriate measurements to allow the Board of Directors to evaluate progress toward achievement of the goals and objectives.
- IV. Lead all association communication efforts, both internal and external, to ensure that the association and the industry are perceived in a positive manner by all stakeholders, and that association objectives are accomplished.
- V. Serve as Executive Director all association activities and insure that activities are properly conducted, reported, and accounted for to the Board of Directors.

### **SPECIFIC RESPONSIBILITIES:**

- I. Oversee Board of Directors operation, organization, communication, and administration.
- II. Work with officers, committees, and the Board of Directors to carry out the association's Strategic Plan and to align all association activities with the Strategic Plan.
- III. Prepare an annual operating budget for the association for review and approval by the Board of Directors. Prepare and/or oversee monthly income and expense reports consistent with the approved budget and cash flow projections.
- IV. Lead appropriate membership initiatives, including but not limited to: prospect identification, membership campaign(s), membership promotional information, and membership contact.
- V. Coordinate and execute appropriate marketing activities for the association, including but not limited to: SPESA website, on-line newsletter, on-line news service, conference(s) promotional materials, etc.
- VI. Organize and deliver the association's outreach activities, including but not limited to: Annual Executive Conference, technology conference(s), and networking events.
- VII. Attend important industry trade shows around the world and serve as the liaison between SPESA and aligned trade associations around the world.

**QUALIFICATIONS:**

- I. Self-starter/self-motivated/self-directed
- II. Gregarious and strong interpersonal skills
- III. Ability to prioritize and manage multiple activities and groups simultaneously
- IV. Exhibit good organizational skills
- V. Exhibit good communication skills (verbal, written, graphic)
- VI. Commitment to high integrity and ethical standards
- VII. Willing to travel throughout the USA and internationally

**JOB LOCATION:** Flexible

**WORK SCHEDULE:** Monday to Friday, with evening and weekend hours expected. Travel, both domestically and internationally, will be necessary.

**SPECIAL INSTRUCTIONS:**

- I. Phase 1
  - a. Applicants submit résumé and Applicant Questionnaire to [benton@spesa.org](mailto:benton@spesa.org)
  - b. Response deadline: 06/16/17
- II. Phase II
  - a. Qualified applicants will receive a full Request for Proposal (RFP)
  - b. RFP specifications and deadlines will be included with issuance
- III. Questions? Email [benton@spesa.org](mailto:benton@spesa.org).

**PROPOSED HIRE DATE:** 01/01/18