

Executive Director/CEO

Ohio Society of Association Executives, Inc.
Columbus, OH

OSAE seeks an action-oriented, articulate and visionary leader for the position of Executive Director. This is the perfect opportunity for an entrepreneurial, innovative and energetic association executive to help OSAE fulfill its mission by building on its solid foundation and past success.

Responsibilities:

1. Organizational Management. Work closely with OSAE Board to fulfill the mission of the organization as well as ensure its financial health by providing sound business models, budgeting, and financial management.
2. Program Management. Develop, manage and coordinate programs and related activities of the association, including best practices, education, a dynamic and informative web site, annual conference, and other member services.
3. Member Services. Support, increase and diversify our membership. Listen to, be sensitive of, and mediate differences among various cultures, missions and approaches of OSAE members. Coordinate data collection for and about members and analyze trends and need within the membership.
4. Growth and Development. Assume stewardship of OSAE's resources to ensure the deployment of adequate staffing and finances to fulfill the association's strategic purposes.
5. Marketing and Public Relations. Develop, implement and oversee ways to connect with and link our internal and external audiences by increasing awareness of the work and value of association executives. Develop and maintain relationships with other societies at the state, regional and national level.
6. Planning. Ensure that OSAE remains a strategic organization by contributing to the short- and long-term strategic discussions and then overseeing implementation of the plan.
7. Operations. Ensure OSAE adheres to best association management practices and assume responsibility for developing and managing staff.

Requirements

Candidates should have a current CAE designation or equivalent training and a passion for the practice and progression of association management; ability to work independently and in collaboration with others; excellent communicator in possession of written and verbal skills; ability to motivate, inspire, influence; ability to actively listen; proven experience in consensus and/or community building; and experience and/or comfort level with web-based programs as a method for delivery of educational programs and member support. Must be willing to travel, as well as work in a fast-paced working environment that demands extensive computer usage.

Compensation

Salary and benefits are commensurate with experience and competencies. OSAE does not provide for relocation expenses.

To Apply

OSAE is committed to identifying and recruiting a broad and diverse pool of qualified candidates for this position. Candidates should submit a letter of interest that articulates your experience as it relates to our needs, resume, and salary requirements to Doug Evans, OSAE President,

electronically at: devans@olc.org; by mail to: OSAE Search Committee, c/o Ohio Library Council, Attn.: Doug Evans, 1105 Schrock Rd., Ste. 440, Columbus, OH 43229, or fax to: (614) 410-8098. No telephone calls please. Deadline for applications is December 21, 2009.

Employer Information

OSAE is a professional, 501(c)(6) organization representing association executives, CEOs, CVBs and affiliate members. We fulfill our mission "To foster excellence in association leadership by providing opportunities for personal and professional growth through quality education and expanded resources." OSAE is an equal opportunity employer.