

Executive Vice President Position Profile

This search is being conducted by



ASSOCIATION OPTIONS
ORGANIZATIONAL THOUGHT LEADERSHIP

On behalf of



AWI ARCHITECTURAL
WOODWORK
INSTITUTE

Seeking Full-Time Executive Vice President of international trade association based in Northern Virginia

Compensation: Competitive salary; flexible and commensurate with experience and qualifications

Benefits: Healthcare, 401K, and cell phone

Budget: \$3.5 million

Relocation Assistance: No

Application Deadline: July 2, 2019

Send one PDF containing Cover Letter, Resume and Salary Requirements to
Recruitment@AssociationOptions.com

The Architectural Woodwork Institute (AWI), with the support of Association Options, is recruiting and evaluating candidates for the position of Executive Vice President.

About AWI

The Architectural Woodwork Institute (AWI) was incorporated in Chicago, Illinois on December 17, 1954 as a nonprofit 501(c)-6 industry trade association representing manufacturers of custom commercial woodwork. AWI's primary core values center on industry woodwork standards, industry specific education and member networking opportunities. Twenty-one (21) independent AWI chapters are located throughout the United States providing for regional member engagement opportunities. AWI membership also includes international members from Canada, the Middle East, and China.

Purpose: Promote the progress and development of the architectural woodwork and related interior finishes industry.

Vision: To be the global leader in architectural woodwork standards, related interior finishes, industry-specific education and networking opportunities.

Mission: We fulfill our Vision by:

1. Creating, publishing and continually improving Standards for architectural woodwork and related interior finishes;
2. Providing education and opportunities for industry stakeholders to participate, collaborate, share resources and engage through AWI;
3. Developing, delivering and continually improving AWI's member benefits;
4. Cultivating and strengthening relationships that promote the architectural woodwork and related interior finishes industry.

Position Description

AWI is eager to identify a visionary, adaptive, and results-oriented executive committed to positively impacting the organization, bolstering national awareness and safeguarding AWI's reputation as a resource and leader in the architectural woodworking industry. The successful candidate will serve as the Executive Vice President, responsible to the Board of Directors for the effective conduct of the activities and business of the Association. The Executive Vice President recommends and participates in Board formulation of the Association's mission, goals, objectives, and related policies. Within that framework, the Executive Vice President plans, organizes, coordinates, and directs the staff, programs, and activities of the Association to assure attainment of the Association's goals. AWI's goals are as follows:

1. AWI will be recognized as the primary knowledge resource and integral partner for education and standards in the architectural woodwork and related interior finishes industry
2. AWI will create, update and publish the AWI Standard for architectural woodwork and related interior finishes industry
3. AWI members will benefit from world-class industry-specific education, business and career development, and networking opportunities
4. AWI will cultivate a high-performing volunteer and staff-led organization

Essential Duties and Responsibilities

Within the limits of AWI's policies and bylaws, the Executive Vice President is responsible for, and has commensurate authority to accomplish, the following duties and responsibilities. The Executive Vice President may delegate portions of his/her responsibilities consistent with sound operations and staff competency, together with proportionate authority for their fulfillment. However, she/he may not delegate nor relinquish any portion of his/her accountability for results.

Administration

- Chief staff liaison. Directly responsible for personnel supervision, motivation, hiring, and termination.
- Ensure the association's planning process is continually implemented and updated.
- Ensure the adequate resources are available to implement the association's strategic plan.
- Provide staff with necessary support and educational programs to succeed.
- Continually monitor budget and resource allocations and notify the Board of Directors of budget overages when necessary.
- Negotiate and implement contracts and agreements that protect the interests of the Association.
- Such other duties and tasks as from time to time may be assigned by the Board of Directors.

Board and Committee Support

- Non-voting officer who serves as the association's corporate secretary.
- Serve on the Quality Certification Board of Directors.
- Serve on the AWI Educational Foundation Board of Directors.
- Support the operation and administration of the Board by advising and informing Board members as needed, preparing and distributing periodic Board reports and financial statements, and planning and implementing the meetings of the Board.

Communication/Representation

- Responsible for handling occasional public inquiries or industry media contacts.
- May serve as a speaker at association chapter programs and other related association meetings, as requested, and/or approved by the President of the association

Executive Vice President Profile

The ideal candidate for this position will possess strong organizational skills with a proven track record of managing, leading and growing associations or organizations. She/he will bring a variety of experiences and attributes to the association including:

- An experienced and diplomatic leader with the ability to build, maintain and lead a cohesive and effective team management team, including oversight of remote staff members.
- Ability to build and cultivate relationships and work collaboratively with various constituencies, including members, volunteer leaders, and other entities.
- Excellent communicator including the ability to articulate the value of AWI to its members; experience successfully communicating and connecting with diverse audiences.

- Natural leader and consensus-builder with ability to work effectively in collaboration with diverse groups of individuals.
- Understanding of the importance of strategic planning and the ability to execute and implement an annual work plan to achieve the association's goals and objectives.
- Respectful, honest, transparent, and ethical leadership style. Strong moral compass.

Qualifications

The Executive Vice President is committed to AWI's mission and should have proven leadership experience. Concrete demonstrable experience and other qualifications include:

Required

- In-depth knowledge of the management process, especially as it applies to growth and long-term planning
- Demonstrated ability to plan organization-wide activities (setting objectives, developing strategies, budgeting, developing policies and procedures and organizing the functions necessary to accomplish the activities)
- Financial management, including budget preparation and implementation
- Must be comfortable speaking in front of professional groups
- Must have strong written and verbal communication skills and be a persuasive and passionate communicator
- Must be able to think strategically and critically, synthesize complex issues and information and manage change
- A record growing associations/businesses from a membership and value perspective
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management.
- Experience managing a team of 3+
- Minimum 5 years of management experience
- Bachelor's degree or higher
- Must reside in, or be willing to relocate to, the AWI headquarters in Northern Virginia and have the ability to travel to the satellite office in Americus, GA.

Preferred

- Architectural woodworking industry, or related industry, experience
- Has served as a CEO, Executive Director or Chief Staff Executive of a non-profit or for-profit organization
- Proven track record of working successfully with a Board of Directors
- 10+ years of management experience

Application

Please send one PDF application including cover letter, resume and salary requirements by July 2, 2019 to the search firm. If these items are not provided in their entirety by the deadline, your submission will not be considered. In the cover letter, please provide brief details stating how you meet the qualifications listed and how you can positively contribute to AWI now and into the future.

Association Options, Inc.

c/o Stacey Barnes

Recruitment@AssociationOptions.com