



Nonprofit Consultants

EXECUTIVE SEARCH CONSULTANTS

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**PRESIDENT
SMC BUSINESS COUNCILS, PITTSBURGH, PA**

PERFORMANCE PROFILE

SMC Business Councils has supported Pennsylvania-based business growth in the manufacturing, service and technology sectors for more than half a century. By providing insurance, advocacy, regulatory, best practice and purchasing expertise, SMC Business Councils helps businesses do what they do best and support their success. This President role is well suited for someone who is growth oriented, an ace with supporting and serving customers, a strategic leader who can also manage daily operations, and a dynamic and charismatic individual. If you have a track record of leaving organizations in a better place than when you arrived and are excited by challenges, we'd like to speak with you about this opportunity.

BACKGROUND

For more than 60 years, the SMC Business Councils (SMC) has provided the leading forum for Pennsylvania businesses to come together and become more successful, operating exclusively for the benefit of its member companies. With offices in Pittsburgh and Harrisburg, SMC has thousands of member businesses in the service, manufacturing and commercial sectors. SMC is a dynamic organization, comprised of two entities, SMC Business Councils (the parent corporation) and SMC Insurance Agency, Inc. (the subsidiary insurance provider). This nonprofit organization is nearly 2000 members strong, has a combined annual budget of \$3M, and 18 employees in two locations.

SMC has worked on behalf of its members to remain competitive, provide necessary services, and speak and work on their behalf. As businesses become more nimble, competitive and cost conscious, SMC is seeking a President who can create an exciting vision for the organization, lead and manage daily operations, continue to build and serve members, and reinforce the value they derive from membership with SMC.

More information on SMC Business Councils can be found at <http://www.smc.org/>

POSITION OVERVIEW

This full-time exempt position reports to the Board of Directors, primarily through the Executive Committee and Chair of the Board. This position provides strategic leadership and overall direction for the trade association and all subsidiary companies, manages the staff, programs and policies related to membership, and serves as an advocate to achieve SMC's mission, vision and objectives. This position also serves as the Chief Executive and Operating Officer with responsibility for management and direction of all operations, activities and affairs of SMC. The President works within the framework of policies and programs as determined and directed by the Board and other governance authorities. This position requires significant travel throughout the Commonwealth of PA. The President is responsible or accountable for the following:

Leadership and Planning

- Interpret and execute Board directives, policies and goals
- Articulate and integrate mission and vision internally and externally
- Take appropriate actions to update and/or amend governance policies as necessary
- Develop and work within the guidelines of the strategic plan; approve and direct new initiatives
- Organize and lead bi-monthly Board meetings and Executive Committee meetings
- Provide oversight to committees, councils and similar groups; ensure goals, plans and operations executed in accordance with bylaws

Operations & Administration

- Lead all operations and staff activities; act as liaison between staff and Board, members, committees, clients and vendors
- Responsible for implementation of new directives, products, and services
- Oversee the operations of the wholly owned SMC Insurance Agency; govern Agency as a member of the respective Board of Directors
- Confer with legal, financial, and other advisors regarding operational matters
- Final authority on new and amended organizational policies and programs, systems requirements, personnel and committee affairs

Fiscal Management

- Plan, develop, implement, direct and evaluate annual budgets; present alternate proposals based on Board review and recommendations
- Provide timely and accurate analysis of monthly financial reports, statements of operations, cash management and trends to the Board and appropriate stakeholders
- Acts as a fiduciary and insure that funds, assets and other property are appropriately utilized and administered
- Review and approve extraordinary expenses outside of the approved budget
- Increase revenues through dues and non-dues sources, including events, products and services

Membership

- Achieve organizational goals for new memberships and retention
- Lead outreach programs to current and prospective members
- Consistently promote the value and benefits of Association membership through various channels
- Develops effective programs to address the needs and concerns of the small business community
- Approve and attend Association sponsored events providing networking, education, services and training for members and prospects

Human Resources Management

- Responsible for overall direction, development and coordination of staff to effectively serve Association members and clients, and achieve organizational goals
- Final authority for all personnel transactions including, but not limited to, employment, terminations, benefits, performance and staff policies
- Oversee organizational structure, compensation policy and internal staff management
- Liaison between staff and Board, members, external and internal stakeholders

Advocacy

- Develop and engage in activities to promote and improve business climate for entrepreneurial ventures and small business
- Provide leadership and direction on governmental issues of concern to membership
- Ability to interact with governmental representatives and agencies, representing federal, state, and local communities
- Articulate and support the views and concerns of the small business community to recommend and affect legislation
- Establish collaborative relationships with business organizations, influential business leaders, industry associations, and government officials
- Represent Association at meetings, hearings; oversee Association position(s) regarding proposed legislation and decisions

Marketing/Communications

- Official spokesperson and representative for all Association matters
- Prepare and deliver Association messages through public speaking engagements, editorials, interviews, and related venues
- Identify and develop new and existing market opportunities for membership and services
- Oversee and approve publications, including federally trademarked business magazine, Association related websites, electronic newsletters, and social networking sites

PERFORMANCE OBJECTIVES

After 12 months in the role, the successful candidate will have accomplished the following:

- **Strategic direction.** Work with the Board of Directors to establish a plan for the future, and manage according to that plan. Reassess annually and create work plans that reflect any changes in focus.
- **Member growth.** Understand current customer needs and perceptions of SMC, put plan in place to address any issues that emerge, build and grow membership with an immediate focus on membership retention.
- **Board of Directors.** Continue to recruit, build and grow the Board of Directors of the organization.
- **Advocacy.** Establish or re-establish relationships with key individuals in the Commonwealth of PA for the benefit of our members and the business climate in PA. Develop an outreach plan to ensure that key individuals are aware of the needs of members.
- **Organizational development.** Assess the culture of the organization, and develop a plan to address areas of concern that might exist. Assess staff, staff alignment with goals and priorities, and staffing structure.

KNOWLEDGE, SKILLS AND ABILITIES

The ideal candidate has a blend of the following:

- Prior successful experience in growing sales, business growth, membership growth and profitability
- An applied and demonstrated understanding of marketing and branding techniques
- Dynamic interpersonally, and an effective and persuasive verbal, written and all around communicator
- Prior experience working publicly and behind the scenes to impact an agenda
- Demonstrated experience working with political, business and civic leadership
- A competent manager of an organization of similar size, scope and scale with the ability to delegate and manage and lead remotely
- Prior experience leading an association, nonprofit, chamber or membership organization desirable
- A bachelor's degree is required, an advanced degree is preferred

COMPENSATION

This position has an attractive compensation (including discretionary performance bonus) and benefits package consistent with other nonprofit organizations of similar size, scale, scope and geographic location.

TO APPLY

Individuals wishing to discreetly discuss this role may contact Todd Owens, Principal, Dewey & Kaye, 412.434.1335 or towens@deweykaye.com. Qualified individuals may apply confidentially by submitting resume, cover letter and compensation requirements as MS Word attachments to: resumes@deweykaye.com. Please reference the following in the subject line of your email: **President, SMC Business Councils (#162-MH687)**.

Candidates must submit materials no later than Monday, March 8, 2010. If you do not receive an email confirmation of your submission within 3 business days, please call Dawn Kopp at 412-434-1335. Please direct all inquiries related to this position to Dewey & Kaye.

SMC Business Councils is an Equal Opportunity Employer.