



Academy of Certified Hazardous Materials Managers

POSITION DESCRIPTION

Effective: 09-26-06

Category: **Staff**
Job Title: **Executive Director**
Immediate Supervisor: **President**
Subordinates: **ACHMM Staff**

Overview of Position

The Executive Director is the senior person responsible for leading, managing and directing ACHMM's day-to-day operations and, in direct and close coordination with the Board of Directors, establishing current and long range objectives, plans and operating policies.

The Executive Director provides advice, guidance, direction and authorization in carrying out the major plans and procedures consistent with established policies, and oversees all aspects of the organization's organizational structure, finances and activities. In coordination and working closely with the ACHMM staff, the Executive Director reviews operating results, evaluates the effectiveness of programs, and develops creative and innovative methods to improve the delivery of products and services to current and prospective members/customers.

General Responsibilities

1. Ensure that ACHMM serves the needs and interests of the ACHMM membership pursuant to the Strategic Plan and the Bylaws as directed by the Board of Directors (BoD).
2. Ensure that ACHMM has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
3. Provide leadership in developing program, organizational and financial plans with the BoD and staff, and carry out plans and policies authorized by the BoD.
4. Promote active and broad participation by volunteers in all areas of work.
5. Maintain official records and documents, and ensure compliance with Federal, state and local regulations.
6. Maintain a working knowledge of significant developments and trends in the field.

7. Foster relationships with other organizations (profit and nonprofit) to develop/leverage relationships, alliances, corporate sponsorships, etc.
8. Develop new products and services for the ACHMM membership and potential members.
9. Develop and manage new funding sources such as grants and contracts; establish relationships with potential funders such as private foundations and state/federal government.

In communicating with the BoD, volunteers, membership and other stakeholders the Executive Director will:

1. See that the BoD is kept fully informed on the condition of the organization and all important factors influencing it.
2. Publicize the activities of the organization, its programs and goals.
3. Establish sound working relationships and cooperative arrangements with community groups and organizations.
4. Represent the programs and point of view of the organization to agencies, organizations, and the general public.

In relations with staff the Executive Director will:

1. Be responsible for the recruitment, employment, and release of all personnel.
2. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
3. See that an effective management team, with appropriate provision for succession, is in place.
4. Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.
5. Maintain a climate that attracts, keeps, and motivates a diverse staff of top quality people.

In budget and finance the Executive Director will:

1. Be responsible for developing and maintaining sound financial practices.
2. Work with the staff, Finance Committee, and the board in preparing a budget; see that the organization operates within budget guidelines.
3. Ensure that adequate funds are available to permit the organization to carry out its work.

4. Jointly, with the President and Secretary of the BoD, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

Qualifications

The Executive Director must possess the following characteristics and attributes:

- Self starter
- Entrepreneurial
- Results driven
- Excellent communication skills (written and verbal)
- Leader
- Creative/innovative thinker
- Problem solver

Primary professional qualifications include demonstrated experience in:

- Senior leader in a professional member-based organization(s), with integrated responsibility for operations, financial management, and growth of the business unit/department, or
- Senior leader in the hazardous materials management industry with integrated responsibility for operations, financial management, and growth of the business unit/division.

Other required professional and technical qualifications include demonstrated experience in:

- Developing and bringing new products and/or services to the marketplace
- Networking and Alliance building
- Working with volunteer Board of Directors, Committees and other volunteers
- Performing research and preparing reports for distribution to the BoD, committees, alliances, and other interested stakeholders
- Developing proposals for, and managing, Government or Foundation-based grants - a plus

Required education and work experience includes:

- Certified Hazardous Materials Manager (CHMM) – a plus
- Masters or other advanced degree required
- Minimum of eight years of progressively responsible experience