



## EXECUTIVE DIRECTOR

*Competitive salary based on experience plus an additional contribution to retirement.  
Benefits and perks may be negotiated.*

*Apply by*  
**February 15, 2020**

*Applications will be reviewed as received.*

IPMA-HR.ORG



# International Public Management Association for Human Resources (IPMA-HR)

IPMA-HR.ORG

*Representing public sector human resources professionals at all levels of their careers and all areas of government, from small cities and counties to large cities, counties, states and federal agencies including special districts, and educational institutions. IPMA-HR is seeking an Executive Director to build on a strong foundation to position the association for the future.*

IPMA-HR is seeking a strategic Executive Director (ED) that can lead and grow the premier professional organization for public sector Human Resource professionals. If you are a forward thinker capable of building strong relationships with members, strategic partners and staff this may be the position for you! This is the first time in almost 25 years the organization has sought an ED. It is a critical and exciting opportunity for the organization and for the new Executive Director.

The Executive Director has full responsibility for leading a staff of approximately 13 full and part-time employees and contract professionals to deliver services relevant to members. Current services include professional development with three certification programs; assessment services; federal advocacy; training opportunities; professional standards and best practice information; conferences and online communities in addition to publications; member volunteer programs that include committees/ taskforces and leadership opportunities.

## FUNCTION OF THE EXECUTIVE DIRECTOR

The new Executive Director will bring to this position strong leadership, a commitment to advancing the interests and priorities of the membership, and a future oriented vision for how to enhance services and grow membership.



# MAJOR RESPONSIBILITIES

## STRATEGIC PLANNING

- Set strategic vision to continue to grow the association's status as the premier professional organization representing public sector Human Resources professionals.
- Partner with staff, members and other agencies to conduct environmental scans and assessments in order to assess the market and membership needs to grow and create lines of revenue.
- Assess current service delivery models and create new methods as appropriate to provide necessary support to members.
- Collaborate with the Executive Council and volunteer committees to annually update the strategic plan. Develop annual goals and success metrics, budgets and use of internal staff and consultants.
- Advise the Executive Council on issues, events, and new opportunities that directly support the IPMA-HR membership, identify opportunities to increase alliances and drive strategic priorities.
- Consult and benchmark with other related organizations and stakeholders to develop partnerships to identify trends, benchmark data and expand capacity.
- Engage staff in strategic planning and goal setting, drive innovation and accountability to support the strategic plan.
- Work with international members/partners, chapters and regions to strengthen the relationships and increase alignment of services to best meet members' needs.

## LEADERSHIP

- Lead staff in operationalizing the strategic plan and manage for results.
- Lead and supervise staff in development of action plans for marketing to increase membership, member engagement, professional development/certification, assessment, and develop new lines of services and enhance current lines.
- Lead all staffing related decisions and activities related to organizational design; talent management, and engagement, employee life cycle activities from recruitment to departures.
- Coordinate effective and ongoing communications among all staff and between staff and stakeholders.
- Support a work environment that fosters employee engagement, creativity, diversity, efficiency and effectiveness.
- Develop and oversee the budget in a way that supports the strategic plan.

## ADVOCACY, EXTERNAL AND PUBLIC RELATIONS

- Provide oversight of strategies and action plans for IPMA-HR advocacy, communications, and public relations.
- Represent the association to key stakeholders, legislators and policy makers and the public and media.
- Oversee all activities related to relevant federal legislation, regulations, and court decisions and IPMA-HR position statements and briefs.
- Prepare and deliver presentations and write articles/reports as part of IPMA-HR's external communications strategy.
- Develop and cultivate partnerships with leaders of other organizations to achieve IPMA-HR's mission and strategic objectives.
- Currently there are both national and international relationships. Continue to develop both national and international partnerships in a strategic manner to serve the organization's overall goals.



## EXPERIENCE AND QUALIFICATIONS

The Executive Director will be a strategic thinker, innovative, relationship builder and collaborative leader with the following types of experience and qualifications:

- Proven executive management experience preferably within a membership organization, or a non-profit, or some combination of experience to have knowledge of the unique challenges and opportunities of a membership association.
- At least ten years experience leading operations management, staff, governance, external and internal relations, financial management and strategic planning.
- A bachelor's degree in a related field such as Business Administration, Organizational Design, Human Resources etc.
- Success in developing relationships with a broad range of constituents, nationally and internationally.
- A consensus builder who can collaborate with the Executive Council, staff, members, and partners. A team builder and supporter.
- Excellent communication abilities to convey and communicate strategic messages to a wide range of audiences through association materials, in person presentations, board meetings and meetings with other external partners. Must be able to actively listen in addition to conveying messages.
- Proven skills in ensuring highly engaged staff through mutual respect, and cooperation.
- Ability to analyze and formulate disparate information into sound, well-organized goals, strategies and actions.
- Demonstrated success in prudent risk taking and launching of new initiatives with measurable positive results with a focus on meeting the needs of membership now and into the future.
- Commitment to inclusion, diversity and equity through demonstrated leadership approach. Possesses cultural competence to build relationships with a broad range of members and stakeholders.
- Commitment to the mission of IPMA-HR and its members. Knowledge of and/or demonstrated commitment to the trends, issues, regulations and best practices of the profession is preferred.
- Willingness and ability to travel extensively primarily within the United States but also internationally to develop relationships and form alliances and new lines of revenue.
- Ability to recommend and administer a budget and maintain fiscal responsibility of the organization.
- Certified Association Executive (CAE) preferred but not necessary.





## **ABOUT IPMA-HR**

IPMA-HR was founded in 1906 and is a 501c3 association whose members work in public sector human resource management. The association's mission is to enhance public sector performance by providing human resource leadership, advocacy, professional development, and a community of human resource professionals for the sharing of resources and ideas. The association is focused on providing a wide range of programs, products and services in the areas of professional development, certification, research, assessments, advocacy, and communications.

There is an Executive Committee comprised of the President, President Elect and immediate Past President and an Executive Council comprised of an additional 12 members representing the various regions and membership.

### *Membership*

IPMA-HR is a membership organization with over 10,000 HR professionals receiving some level of benefits. There are currently over 8,500 members (with approximately three-quarters being covered staff members of agency members and the remainder individual members). There are over 1,000 agency members. There are an additional 2,000 plus chapter affiliate members. All national members are also automatically part of one of four regions. These regions form a conduit of information to individual chapters and each provides a training conference annually. There are over 40 local chapters. Chapters and regions currently have their own nonprofit status independent of the national organization and maintain their own budgets. Chapters charge fees for membership and programming and each determines their own programming and service delivery model.

### *International Component*

IPMA-HR provides training and certification programs in China and Sri Lanka and at times have provided training and certification in other countries. We have an exchange program with a similar association in South Africa. We have participated in conferences and maintain relationships in several countries including Thailand, South Korea, United Arab Emirates, and Japan. We also have an affiliate in Canada. We maintain relationships and participate in programs/conferences with international civil service organizations including the United Nations, World Bank, OECD, and the Astana Civil Service Hub. We host international delegations when they are visiting the United States.

### *Government Affairs*

The association monitors and takes positions on pending legislation and regulations that would impact public sector human resource management. The association also joins amicus curiae briefs on litigation pending before the United States Supreme Court. The association has a Government Affairs Committee that has monthly conference calls, periodic communications are shared with the IPMA-HR membership, and presentations on government affairs issues are provided at IPMA-HR conferences as well as those of other associations.

## COMPENSATION

Competitive salary based on experience plus an additional contribution to retirement. Benefits and perks may be negotiated. Benefits currently include health, dental, vision, life and disability insurance and annual leaves.

## APPLICATION PROCESS

Please submit the following to [mary@workplaceresultsllc.com](mailto:mary@workplaceresultsllc.com) **no later than February 15, 2020.**

- Resume showing minimum of last 15 years of relevant professional experience.
- Cover letter indicating prior experience that qualifies you for the position and why you would like the position.
- Answers to the following questions:
  1. Based on what you know now, what do you see as the greatest opportunities and challenges of this position?
  2. What has been your greatest accomplishment in a similar role, include the position and organization you are referencing?

## DIVERSITY AND INCLUSION STATEMENT

As an association representing the public sector human resource management profession, the International Public Management Association for Human Resources (IPMA-HR) embraces diversity and inclusiveness as a core value. IPMA-HR strives to be a culturally diverse organization that recognizes, supports, and values the inclusion of diverse groups and views in all parts of the association. IPMA-HR recognizes the strength and improved decisions that results from participation in association programs, leadership, committees/taskforces, and staff of diverse individuals from a wide-range of organizations.

For the full statement see <https://www.ipma-hr.org/about/diversity-and-inclusion-statement>.

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## FOR ADDITIONAL INFORMATION

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