



American Council of Engineering Companies of Louisiana

## **Job Listing**

### **Executive Director**

#### **GENERAL**

The American Council of Engineering Companies of Louisiana (ACEC of Louisiana or ACECL) is the non-profit business association of over 150 Louisiana engineering firms, representing over 5,000 employees, providing tools and educational opportunities to become better business owners and managers. ACECL is accepting applications for the titled position.

The organization is committed to advancing the private practice of consulting engineering, enhancing markets for private engineering services, educating the public on the importance of infrastructure investment, and promoting sound business practices within the industry and its client base. We are committed to aggressive involvement in legislative and public-sector decision-making, with a focus on protection of qualifications-based selection of engineering services, expanded project delivery options, and appropriate legal and liability systems affecting the industry. For more detailed information on ACECL's program, strategic plan, membership benefits, awards and news, please go to [www.acecl.org](http://www.acecl.org).

ACEC of Louisiana is a Member Organization of the American Council of Engineering Companies, [www.acec.org](http://www.acec.org). ACEC is made up of 52 Membership Organizations (MO's) representing states and regional councils. In terms of its member firms, ACECL is the 9<sup>th</sup> largest Membership Organization of ACEC.

ACECL is led by a Board of Governors composed of 17 members with an Executive Committee made up of the five Board officers—National Director, President, President-Elect, Vice President and Secretary-Treasurer. According to the Bylaws of ACECL, the organization's chief of staff is its Executive Director.

**SECTION 1. OFFICERS AND BOARD OF GOVERNORS** – The officers shall consist of a President, President-Elect, Vice President and Secretary-Treasurer. The Board of Governors shall consist of the aforementioned officers and the immediate Past President (who will

serve as the ACEC National Director), the Chapter Presidents of duly chartered Chapters and, no less than four (4) nor more than eight (8) elected Members-at-Large.

**SECTION 25. EXECUTIVE DIRECTOR** – The Executive Committee will receive all applications and will interview the selected applicants for the position of Executive Director. The committee will present its first, second, and third choices to the Board of Governors. The Board of Governors will interview each of the selected applicants separately and appoint the Executive Director. A two-thirds majority vote of the Board of Governors will be necessary to appoint the Executive Director.

**SECTION 26. DUTIES OF THE EXECUTIVE DIRECTOR** - The work of the Executive Director shall be under the direction of the Board of Governors. The Board of Governors will determine policies and general procedures in written form. The Executive Director shall be responsible for the administration of these policies and procedures.

The Executive Director will be in charge of the state council office in Baton Rouge. His/her office will maintain all council records and correspondence. The Executive Director will maintain a close relationship with the national office and all manager-owner oriented associations.

He/she will attend all membership and board meetings including local meetings where practical and keep accurate minutes of these meetings. He/she will promote Consulting Engineering to all private and public entities where Consulting Engineering should be made available. He/she will be responsible for all publications authorized by the Board of Governors. He/she will work closely with the President and the Board of Governors and all official committees. The Executive Director will represent ACECL at the legislature and all governmental offices, both local and state, and work to promote a friendly workable relationship with them.

The Executive Director is authorized to seek out and solicit qualified engineers in private practice to apply for ACECL membership.

The Executive Director will interview and hire all state office employees, with the approval of the Board of Governors.

The salary, expenses and benefits of the Executive Director will be set by the Board of Governors as well as all other state office employees.

The Executive Director can be relieved of his/her position by a two-thirds vote of all the board members and a thirty days' notice.

The Executive Director must give the board a written resignation and thirty days' notice if he/she wishes to discontinue services to ACECL.

The entire ACECL Bylaws can be found at the "About Us" tab at [www.acecl.org](http://www.acecl.org).

The ACECL Board anticipates that it will over the next year transition the Board President and Vice President's titles to "Chairman" and "Vice Chairman" while renaming the Executive Director as "President & Chief Executive Officer (CEO)."

### **EXPERIENCE**

- At least five (5) years of executive level experience in a trade organization, professional society, or company which provides engineering or construction-related goods and services to clients or customers. The trade organization or professional society need not be engineering-related but the applicant must be inclined to become quickly educated in the business issues in the world of consulting engineering and important to ACECL members. The applicant should be a leader, a listener, and a consensus builder.
- **Demonstrated experience** in managing a large-member board as well as **demonstrated experience** in the areas listed below.
- Directing the staff and operations of an ACEC MO or similar entity as indicated above.
- Serving as the primary spokesperson for an MO or similar entity with the general public, local, state and federal governmental organizations, the private sector, and member and non-member engineering firms.
- Serving as chief marketing officer for an MO or similar entity.
- Serving as primary legislative and congressional lobbyist.
- Financial management, as well as budget preparation, budget monitoring and reporting.
- Working with members and regional chapters.
- Organizing board and other meetings, trade shows, educational sessions, and conferences.
- The use of newsletters, social media and other forms of communication to advance organizational goals.
- The use of appropriate association management and other software preferred.

### **QUALIFICATIONS**

- Bachelor's degree in business administration, engineering, management, communications, or related field.
- Certified Association Executive (CAE) preferred.
- Strong public speaking, writing and communications skills.
- Commitment to building regular and affiliate membership.

- Commitment to building non-dues revenue sources including new services and programs.
- A passion for the goals and interests of ACECL.
- An ability to both lead staff to enhanced performance and delegate work tasks.
- Commitment to achieving the goals of the ACECL Strategic Plan.
- Commitment to achieving a strong working relationship with the officers and staff of national ACEC while advocating for the best interests of ACECL and its membership within the ACEC organizational structure.
- An ability to maintain a cordial relationship with the other Member Organizations of ACEC and their staffs as well as assuming a leadership role among the MO's.
- An ability to work across generations and with the diverse makeup of ACECL members.

### **Salary and Benefits**

It is anticipated that the ACECL Board of Governors will enter into an Employment Agreement with the successful applicant of its choosing. The Employment Agreement will outline the terms of employment including Executive Director/President & CEO salary and benefits. The salary and benefits associated with this position will be negotiated by the Board based upon the successful applicant's qualifications.

### **TO APPLY**

Please prepare your resume materials so that they respond to the **Experience** and **Qualifications** presented above and return an electronic copy in "Word" format and 10 hard copies of these materials to:

Ms. Janet Tomeny  
Deputy Executive Director  
ACEC of Louisiana  
9643 Brookline Avenue  
Suite 112  
Baton Rouge, LA 70809  
[jtomeny@acecl.org](mailto:jtomeny@acecl.org)

**DEADLINE for applying** for this position is **midnight May 15, 2018**. Please submit your resume materials by that deadline.

Only an electronic copy in "Word" format and ten hard copies of your resume materials **mailed** to the above address will be considered. Please **do not** fax your materials to Ms. Tomeny.