Chief Executive Officer

SHPE

We (Wipfli) are assisting our client, SHPE (Society of Hispanic Professional Engineers), with the recruitment and selection of their next Chief Executive Officer. SHPE is the largest association in the nation for Hispanics in STEM dedicated to changing lives by empowering the Hispanic community to realize its fullest potential and to impact the world through awareness, access, support, and development. An experienced and visionary CEO will live the mission of SHPE while propelling the association into their next phase of growth.

The Chief Executive Officer is responsible for ensuring that SHPE serves the needs and interests of the membership pursuant to the mission statement and in service of the Strategy set by the National Board of Directors (NBOD). The Chief Executive Officer will utilize their transformational leadership skills to plan, execute and expand the programs of the association. The CEO develops action plans and provides direction to the staff to execute based on the strategy established by the NBOD.

Principal Duties and Responsibilities:

- Serves as the highest executive authority within SHPE and executes on the strategic direction established by the National Board of Directors. Keeps the NBOD informed on operational direction progress, condition of the association, attends all Board meetings and reports on opportunities and issues the staff and membership are facing.
- Oversees the development of the annual budget and monitors and delivers the budget throughout the year.
- Interprets the profit and loss statement to identify trends, report on activities, and compare performance across financial periods.
- Translates strategy to operations and oversees the day-to-day responsibilities, while strengthening the team.
- Engages in outward facing activities for the association to identify potential donors, participate in visible community activities to demonstrate continuity of leadership, and partner with other nonprofits to further the mission of the association.
- Stays informed and up to date on the industry through the review of relevant publications and participation in related meetings and conferences.
- Promotes interest and participation among members through various channels of communication and through relationships built within the membership.
- Encourages a culture promoting trust, candid communications, constructive challenges, and rigorous decision making among, and by, the staff and Board members.
- Serves as a knowledge leader of corporate governance practices, stays abreast of developments in corporate governance practices and leads the adoption of “best practices” to maintain appropriate governance at SHPE.
- The CEO is responsible for the overall supervision, performance, effectiveness, hiring, training, termination, and evaluation of SHPE staff. The CEO is also responsible for succession planning within the staff.
• Represents SHPE externally by authentically sharing the mission of SHPE through public speaking, community events, and maintaining relationships with industry, academia, and government partners.
• Ensure the association is in compliance with local, state, and federal rules governing corporate and program activities.
• Stays informed and up to date on the profession of association management through membership in the American Society of Association Executives.

Knowledge, Skills, and Abilities:
• Bachelor’s degree in engineering, technology, business, accounting, finance, or other discipline supporting business acumen and strategic growth.
• MBA or related advanced degree preferred.
• Certified Association Executive (CAE) credential is desired.
• 7-10 years’ experience in CEO, COO or leadership positions in business management, corporation, or association management with profit/loss responsibilities.
• Experience with, and ability to, collaborate with Board of Directors.
• Ability to motivate and communicate with diverse staff.
• Strategic visionary with sound judgment and excellent operational ability
• Ability to manage a multicultural and multigenerational organization, and in particular the Hispanic culture.
• Professional image that is appropriate and maintained.
• Excellent communication skills, both oral and written.
• Bilingual in Spanish preferred.
• Sets strong ethical standards with integrity, honesty, and trustworthiness in all professional relationships.
• Thorough knowledge/understanding of regulatory matters impacting non-profits, corporations, academia, and government as well as and industry trends.
• Highly respected by directors and management.
• Trusted to convey feedback accurately, constructively, and in a balanced manner.
• Ability to guide dialogue and ensure that all viewpoints are heard.
• Ability to manage a geographically diverse workforce.
• Ability to Identify, focus, and influence core issues, keeping discussion focused and on track to achieve the desired results.
• Ability to interact with others with tact, diplomacy, and confidentiality.
• Ability to assess problems and/or unusual situations and develop logical solutions.

If you are an enthusiastic leader who prides themselves on providing world class customer service and would like to learn more about this opportunity, please submit your resume via our client application portal.

https://wipflilp-jobsite.filefinder.online/Jobs/Details/2a449174-5797-4cc6-b995-eed1ec53589

SHPE is an Equal Opportunity Employer of women, minorities, protected veterans, and individuals with disabilities.