

Position: Executive Director

Organization: Beacon

Beacon (formerly GPSEG, Greater Philadelphia Senior Executives Group) is a nonprofit professional networking association of experienced business leaders. Members hail from a diverse range of industries and business backgrounds and offer knowledge, connections, opportunities and resources to each other and to the region's future leaders. Beacon operates with a philosophy of "Networking for Life" – helping our fellow leaders connect, grow and succeed and is made up of approximately 1,000 executives from the mid-Atlantic region.

The Beacon Executive Director is responsible for the administration and management of the organization, with special focus on driving membership and sponsorship goals and growth via oversight of business operations, contractors and volunteer leadership, planning and evaluation, policies, fiscal management, and representing the organization in the business community.

We will consider both interim and permanent candidates for this position. The selected candidate will be hired by and directly accountable to the Board of Directors through the Beacon Chair.

The Executive Director will represent Beacon in a professional manner and will lead in a highly ethical fashion. S/he will work collaboratively with and understand the many constituencies and levels of contractors and volunteer management.

Compensation will be commensurate with the skills, qualifications and credentials needed to be successful in this role.

The primary focus of the Executive Director will be financial oversight with an emphasis on growing membership and sponsorship.

Key Responsibilities

- Continues to develop and implement a sustainable plan that attracts new sponsorship dollars to Beacon.
- Continues to develop and implement a sustainable plan that attracts new members to Beacon.
- Builds and sustains relationships in the regional business community; raises awareness of the association; and serves as Beacon spokesperson in support of its mission and goals.
- Takes ownership for the current initiatives underway across Beacon and ensures ongoing and effective programming, program evaluation, financial sustainability, member recruitment, sponsor recruitment, communications, systems, and general administration.
- Recommends dues, fees and pricing appropriate for operational needs to deliver member value in the products, services and programs adopted.

- Oversees business development, i.e. new revenue sources, new program options, alliances.
- Works with the Board of Directors to execute the strategy for the organization and track Beacon's operations to ensure its goals are being achieved.
- Assesses and evaluates all independent contractors and vendors employed on behalf of the organization in keeping with appropriate policies, approved budget, and best practices.
- Develops and executes operational goals and objectives in support of the mission, vision and strategic goals established by the Board.
- Ensures preparation and implementation of annual budget that supports the organization's strategic plan and priorities.
- Oversees compliance with all state and federal regulations pertinent to not for profit associations.
- Provides recommendations to the Board for policies, products, services or activities to further the mission of Beacon.

Qualifications

- Four-year degree in management, business administration, nonprofit management or related field.
- Ten years of experience in association management or comparable in a senior level position.
- Proven track record in leading organizations in changing environments and achieving membership and revenue growth.
- Marketing, public relations, and fundraising / sponsor revenue experience with ability to engage a wide range of stakeholders and cultures.
- Proven administrative, fiscal management, oversight experience, and the ability to achieve results and manage within budgetary limits.
- Strong written and verbal communications skills; persuasive and passionate communicator.
- Excellent interpersonal, communication, presentation, and multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Comfortable working without clerical support and able to work effectively in collaboration with diverse groups and with volunteer leaders to achieve results.
- Understanding of and appreciation for voluntary organizations and membership organizations and ability to cultivate board and volunteer relationships.

- Sense of perspective and priorities, with ability to juggle multiple priorities.

To apply, please send resume, cover letter with salary requirements to:

EDsearch@members.beacon4life.org