Associate Executive Director
Governance & Strategy Management
Job Description

Title: Associate Executive Director, Governance & Strategy Management
FLSA Status: Exempt

Primary Purpose:

The Associate Executive Director, Governance & Strategy Management (AED GSM) leads the Governance and Strategy Management functions. Reporting to the Executive Director, AAP the AED GSM serves as a member of the Executive Team and has oversight for many key activities, committees and task forces. Functional responsibilities for this position include: Policy Manual, *Bylaws*, Board and other Committees oversight, Board meetings, Board agendas, EC Meeting, EC Conference calls, Leadership calendar and Officer support, Strategic Planning and Implementation, and Special projects management. Functional responsibilities in the IT area for the Governance and Strategy Management function includes Database management, User Help Desk, 1:1 User hardware / software technical assistance, Email and Network management, Security (IT), Web content (deployment), Web user support, System user training, Technology workflow solutions, and IT strategy.

The AED GSM participates on Committees and Task Forces as a member &/or has oversight responsibility for the following: Strategic Planning Committee, Executive Committee, Board of Trustees, Nominating Committee for ABP, LDQC Committee, EOC Committee, and Taskforce for Website Redesign.

Prepares reports to AAP Executive Committee and Board of Trustees, develops and manages department budget and expenditures. This individual will possess the ability to lead a team, work effectively with others and to collaborate and influence cross-functionally.

Essential Functions:

Governance

Provide staff leadership for the development, implementation, and evaluation of governance activities.

Provide staff leadership in the execution of administrative policies, procedures and programs to implement the general policies established by the governing bodies.

Assure that actions of the Board of Trustees align with the Academy's Constitution and Bylaws and Policy Manual, and that actions taken by the Board of Trustees are reflected in the Policy Manual.

Assist upcoming officers in managing their responsibilities.

Strategy

Work with governing bodies on strategic planning and implementation, including working to develop organizational long term and short term goals, develop objectives and monitor completion.

Work with governing bodies to design, implement, monitor and update the Academy's strategic planning process.

Provide staff leadership for the development, implementation, and evaluation of strategy.

Information Technology

Provide staff leadership for the development, implementation, and evaluation of IT operations and strategy.

General

Has regular contact with officers, Board of Trustees, Executive Committee, committee members, vendors, and all levels of staff.

Work with the Executive Director on strategic and governance issues.

Function as a member of the Executive Team.

Has contact with corporate partners and external agencies and organizations.

Maintain an organizational climate that attracts, motivates, supports, and retains high quality employees and volunteers who are committed to the AAP's vision, mission and values.

Plan, conduct and direct work on complex projects/programs necessitating the origination and application of new and unique approaches.

Set operational priorities and manage resources to operational goals and budgets.

Develop strategies and ensure maximum efficiencies in the utilization of human and financial resources.

Establish budget and monitor for adherence.

Provide technical direction to functional directors, managers, other directors and management.

Recommend changes in organizational policy and procedure.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Bachelor's Degree (B.A. or B.S.) from a four-year college or university in Business, Communications or related field, three plus years of administrative support experience and/or training; or equivalent combination of education and experience. Prefer one to two years experience working for senior level executive.

Five to ten years experience in associations. Previous management experience. Excellent oral and written communication skills.