



## **JOB ANNOUNCEMENT:**

### **PRESIDENT, SENIOR EXECUTIVES ASSOCIATION**

**JUNE 22, 2020**

The Senior Executives Association (SEA) is seeking candidates for the position of President of the Association. The SEA is not only the voice of career leaders through a strong advocacy program, rather it empowers senior leaders across government by providing the tools, resources, and connections they need to succeed. SEA members receive access to research and news, strategic networks, and connections to the exemplary practices across government that they may not receive on the job. Above all else, SEA is guided by dedication to public service and to helping career Federal leaders better serve the American people. SEA members are part of a movement to transform federal government service for the 21st Century and to empower senior leaders to drive change.

The Association is looking for an experienced executive who has a *passion for public service* and a *desire to give back*. This is a part time “*unpaid, volunteer*” position and the candidate can expect to spend 10-14 hours/week overseeing the operation of the Association consisting of several contractors. Work can primarily be performed remotely except when representing the SEA in formal congressional or corporate forums where personal appearance is required. Contract will be for one year starting on or before August 15, 2020 with options to renew for an additional two years if all parties agree. The Board of Directors will consider future compensation options based on overall organization performance.

#### **Mandatory Qualifications:**

- Strong communications skills (clear, concise, politically savvy) with public speaking experience
- Current or former SEA member
- Reputation for strong partnering skills with both internal and external stakeholders
- Demonstrated Strategic and Tactical Planning skills with ability to focus on high return services
- A visionary with demonstrated ability to drive that vision and deliver results

#### **Desired Qualifications:**

- Working knowledge of Title 5 laws/regulations that govern the SES (or civilian equivalent) community
- Strong Marketing experience
- Proven ability to grow an organization
- Association management experience (any)

- Former SEA Board of Directors

**Position Description:**

The President is SEA's primary spokesperson, representing the Association's interest (with Board direction) before the Congress, agencies of the Executive Branch (including OMB and OPM), and to the media. The President recommends Association policy to the SEA Board of Directors and provides guidance, consistent with Board direction, as a framework for the Legislative Director to conduct representation activities.

The President is responsible for overseeing and managing the day-to-day operations of the SEA; for providing advice to the Board of Directors; and for overseeing all operations of the association including oversight of corporate partnerships, membership, programs and program development, and the provisions of legal and legislative services (for SEA) by the General Counsel and Legislative Director, respectively. In addition, the President will oversee several contractors: Total Merit Solutions, Inc, who provides administrative support; Connective Strategies, who functions as the Executive Director focusing on day-to-day operations; and Shaw Bransford & Roth P.C., who provides lobbying, public affairs, and legal representation services.

The core responsibilities are to meet the critical needs of the members, foster the financial health of the SEA, prepare timely annual budgets and spending plans for Board approval, grow SEA's membership, and maintain and cultivate relationships with stakeholders and partners outside of the SEA. In connection with these core responsibilities, the President will implement the [SEA Strategic Direction for CYs 2020-2024](#).

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**Submission Requirements:**

**Documents:** Interested candidates will submit a detailed resume with references; and include a separate narrative addressing *both the mandatory and desired qualifications*. Complete packages will be emailed to: [bcorsi@seniorexecs.org](mailto:bcorsi@seniorexecs.org). Questions should be referred to Bob Corsi, 703-239-2890.

**Deadline: Submissions must be received no later than: July 10, 2020**

**Review Process:** All candidate packages will be reviewed by an independent committee consisting of prior members of the Associations' Board of Directors. The committee will submit its recommendations to the Chairman, Board of Directors of the SEA, who will conduct the final selection process.