



EXECUTIVE SEARCH
Deputy Executive Director

SEARCH CONDUCTED BY

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a s s o c i a t e s

The Opportunity

Independent Electrical Contractors, Inc., Atlanta & Georgia Chapters (IEC ATL/GA) is seeking a highly qualified Deputy Executive Director to join its dynamic team. This pivotal role will play an integral part in advancing IEC ATL/GA's mission of serving independent merit shop electrical contractors across Georgia. Reporting directly to the Executive Director, the Deputy Executive Director will oversee various aspects of the organization, including managing budgetary resources, ensuring compliance with regulatory standards, and collaborating with internal and external stakeholders to uphold IEC ATL/GA's standards of excellence. The selected Deputy Executive Director will have the opportunity to assume the responsibilities of the Executive Director upon his retirement.

About IEC Atlanta & Georgia Chapters

IEC ATL/GA is a leading trade organization dedicated to serving independent merit shop electrical contractors across Georgia. As part of the national IEC federation, comprising 52 chapters throughout the United States, IEC ATL/GA stands at the forefront of the electrical industry, connecting individuals and companies to promote excellence, safety, and innovation. IEC's mission is to provide quality training and apprenticeship opportunities to independent members of the electrical trade, fostering professional growth and success in major cities across Georgia, including Atlanta, Augusta, Columbus, Macon, and Savannah. With a commitment to advancing the merit shop philosophy, IEC strives to uphold the highest standards of craftsmanship, integrity, and professionalism within the electrical contracting industry. Through education, collaboration, and advocacy, IEC ATL/GA continues to empower individuals and businesses, driving progress and prosperity in the electrical trade.

The Deputy Executive Director Role

The ideal candidate for the Deputy Executive Director role will possess an understanding of association management, including demonstrated experience in management, organizational development, and strategic planning within nonprofit associations. Additionally, experience with adult education programs is highly desirable. Strong leadership, communication, and collaboration skills are essential to effectively support IEC ATL/GA's mission and objectives. The Deputy Executive Director will report directly to the Executive Director and work cooperatively with the Chair of the A&T (Apprenticeship & Training) Committee.

Essential Duties and Responsibilities

Leadership/Governance

- Responsible for developing, implementing, and continuously improving the apprenticeship program offered by IEC Atlanta and Georgia Chapters.
- Oversees the successful operation of the Apprenticeship Department, ensures regulatory compliance, secures resources, recruits, and trains qualified instructors, and actively engages with stakeholders to advance the program's objectives.

- Additionally, the Deputy Executive Director will supervise staff, assess program effectiveness, seek grant opportunities, and promote the merit shop philosophy.

Strategy and Planning

- Communicates regularly with the Executive Director regarding achieving strategic objectives, budgetary performance, planning, organizational performance, and implementing corrective action plans.
- Assures that the goals and objectives of the strategic plan within the Apprenticeship Development area are met on a timely basis.

Finance and Operations

- Budgets for the successful operation of the Apprenticeship Department.
- Forecasts and provides the proper staff, facility, IT, and equipment to provide the IEC membership with quality apprenticeship training.
- Secures resources for the apprenticeship program, such as equipment, facilities, and materials.

Membership

- Works cooperatively with the Director of Training and Membership Development.
- Plans and implements networking events for the membership, such as luncheons and sporting events.

Staff Management and Engagement

- Supervises the Apprenticeship & Training Manager and Program Quality Coordinator.
- Adjusts, directs, and evaluates staff performance to achieve the organizational objectives of the apprenticeship department.

Communications, Public Relations & Strategic Partnerships

- Develops and implements appropriate strategies that improve IEC's ability to recruit and train qualified instructors.
- Liaison to the Apprenticeship & Training Committee, Board of Directors, and outside organizations such as CEFGA, striving to maintain active representation.
- Participates in National IEC committee meetings to represent the interests of the Atlanta and Georgia Chapters and ensure the chapter is current on all National initiatives.
- Participates and engages Partner members that improve the IEC brand, further organizational objectives, and create valuable strategic relationships.
- Plans and conducts special functions, such as the annual IEC Power Show, SkillsUSA Expo, Apprentice Graduation Ceremonies, and other activities as required.
- Seeks out, writes, and applies for grants as necessary to improve the apprenticeship program.
- Continually advances the IEC brand and consistently promotes the merit shop philosophy.

Regulatory and Compliance

- Assures that all standards, Affirmative Action, and other regulatory compliance are in place to maintain IEC's certification and registration of Apprenticeship Program Standards with the Department of Labor, Office of Apprenticeship.

Content and Learning

- Constantly assesses new methods of instruction to provide quality apprenticeship training to member contractors.
- Continuously evaluates the effectiveness of the apprenticeship program, making necessary adjustments to service delivery.

Skills, Experience, and Desired Qualifications

- Advanced degree in education preferred.
- 5+ years of proven management and organization development experience in nonprofit associations with the ability to motivate others to meet organizational needs and goals.
- Experience in adult career education delivery.
- Proven budgetary skills.
- Ability to effectively delegate responsibilities while holding direct reports responsible for organizational results.
- Ability to understand and implement strategic organizational plans.
- Understanding of the construction industry.
- Working knowledge of apprenticeship programs.
- Excellent writing and presentation skills.
- Self-motivated and creative energy.

Personal Qualities and Competencies

- Candidates from historically underrepresented and marginalized communities are encouraged to apply.
- Respected, ethical, and trusted leader.
- Lifelong learner.
- Strategic thinker.
- Approachability, including effective and collegial interpersonal skills.
- Ability to have fair and impartial interactions with the Executive Director, Board, members, and staff.
- Diplomatic, yet firm and decisive manager, with an ability to execute decisions.
- Active listener with strong emotional intelligence and compassion.
- Honest, transparent, intercultural, and intergenerational communicator with integrity and relationship-building abilities.
- Team player and collaborative problem-solver.

Compensation

A competitive compensation package will be offered to attract an outstanding candidate.

To Apply

To apply, please send a cover letter and current resume (Microsoft Word® format preferred) [here](#). The cover letter should outline how your experience fits the requirements of the position as this will be an important factor in considering your candidacy.

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Additional Information

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