

EXECUTIVE SEARCH



Executive Director

SEARCH CONDUCTED BY

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a s s o c i a t e s

The Opportunity

The National APEX Accelerator Alliance (NAPEX) seeks a visionary Executive Director (ED) to serve as its first full-time ED. The ideal candidate will be an organized and effective leader who can build critical relationships with a diverse Board of Directors (consisting of Executive Officers, Regional Directors, and Committee Chairs) and key stakeholders to deliver growth in key service areas. The ED role is a newly created position with the potential to shape the organization in respect to organizational structure and the services NAPEX provides to members.

About NAPEX

The National APEX Accelerator Alliance (NAPEX) is a 501(c)(6) membership non-profit organization which provides policy guidance, professional development, and advocacy support to its members, the APEX Accelerator Centers, in delivering comprehensive government contracting assistance to their client base. The APEX Accelerator Centers are funded in-part by the U.S. Department of Defense's (DoD) Office of Small Business Programs (OSBP).

There are ninety-six APEX Accelerators throughout the U.S. and its territories with over 300 local offices. Some are administered directly by state governments, others partner with universities, community colleges, local economic development corporations or other local institutions. They form a nationwide network of dedicated procurement professionals working to help local businesses compete successfully in the government marketplace. APEX Accelerators constitute a bridge between buyer and supplier, bringing to bear their knowledge of both government contracting and the capabilities of contractors to maximize fast, reliable service to our government with better quality and at lower costs.

The Executive Director Role

Under the direction of the Board of Directors, the ED is responsible for the overall management and operation of NAPEX while ensuring compliance with Board directives and the strategic plan. In addition, the position serves as the principal spokesperson of NAPEX. This will require the development of a dynamic, professional, and trusting relationship with the Board, as well as with persons in critical policy and related positions among NAPEX's funding and stakeholder communities.

Essential Duties and Responsibilities

Leadership/Governance

- Conduct all activities in alignment with the organization's mission, vision and core values and ensure a positive brand and image of the organization.
- Develop, implement, and enforce policies determined by the Board and provide briefings on the impact of those policies.
- Ensure that appropriate services and support are developed and provided to members, with a strong focus on members' educational needs.
- Continue with the development of SOPs and/or policies for Board members, committee members and NAPEX staff, and ensure bylaws are reflective of changes as needed.
- Develop and complete a work plan based on the strategic plan, with a timeline for completion.

- Ensure that the financial affairs of NAPEX are conducted in accordance with policies and guidelines established by the Board, and in compliance with Generally Accepted Accounting Principles (GAAP) and the unique legal and tax requirements of nonprofits.
- Ensure that an optimal level of communication exists to promote the smooth development and implementation of NAPEX projects and member services:
 - Maintain effective communication between NAPEX and all members that maximizes transparency and awareness of member's needs.
 - Oversee design, marketing, promotion, delivery and quality of programs, products and services to members, stakeholders and "general public".
 - Expand the visibility of the organization through marketing initiatives.
 - Develop substantive knowledge of NAPEX programs and services.

Board Relationship

- Work closely with the Board, maintaining their strategic overview and facilitate a smooth transition of operational oversight to the ED; work closely with volunteers as the organization eventually grows and transitions from a volunteer-based operation to a staff-based operation.
- Develop annual priorities, initiatives, and action items for the Board to review and approve based on strategic objectives.
- Assist with development of strategy & materials for congressional & stakeholder education and visits.
- Identify key issues for Board deliberations as they pertain to funding, partnerships, and advancing the needs of the membership.
- Develop agendas and oversee administration of Board meetings and actions.
- Ensure that all board agenda items have appropriate and adequate input from the relevant oversight committees.
- Ensure materials that facilitate Board analysis of issues and decision making are provided for Board meetings within 7 days prior to the scheduled meeting, when possible.
- Track all recommended Board actions and maintain a reporting process to the board.
- Ensure fiscal responsibility in conjunction with the treasurer's office.

Communication & Strategic Partnerships

- Work effectively with and collaborate with DoD OSBP and other federal agencies and advisory groups focused on government contracting.
- Work with the Board to identify, establish, and maintain liaisons with professional organizations and government agencies important for the future of NAPEX.
- Represent NAPEX at meetings, conferences, and hearings as directed by the Board.

Management/Administration

- Ensure that effective mechanisms are in place to determine professional and nonprofessional staffing/contractual needs based on strategic objectives of the Association as defined by the NAPEX Board of Directors.
- Recommend, develop, and maintain qualified staff/contractors to carry out tasks identified in the strategic plan.
- Ensure appropriate personnel policies and procedures are developed and maintained and documented in written SOPs.
- Supervise NAPEX staff/contractors and evaluate performance.

Required Skills and Experience

- Success in an organization with a diverse Board of Directors.
- Excellent communication and interpersonal skills.
- Success in leadership, staff development and cultivating strategic relationships.
- Experience in financial oversight for non-profit organizations.
- Professional integrity, high ethical standards, record of treating others with respect and dignity.
- Fundraising experience.
- Ability to travel on short notice (approx. 20-35% travel).

Desired Qualifications

- Knowledge of the issues currently affecting NAPEX members.
- Familiarity with nonprofit CRM systems and other software tools.
- Experience in non-profit leadership/governance role.
- Bachelor's or advanced degree in Business Administration, Management, Finance, Marketing, Accounting, Public Administration.
- Knowledge of government contracting and grant administration.

Personal Qualities and Competencies

- Candidates from historically underrepresented and marginalized communities are encouraged to apply.
- Skilled communicator able to build consensus amongst diverse member groups.
- Familiarity with government procurement and the Department of Defense a plus.
- A proactive leader with an entrepreneurial mindset.
- Self-starter.
- Professional demeanor to interact with high-ranking government officials, including members of Congress.
- An ability to bring new ideas and think outside the box.

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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all aspects of the employment relationship, without regard to race, religion, color, age, gender (including pregnancy, childbirth, or related medical conditions), marital status, parental status, sexual orientation, gender identity, gender expression, ancestry, national origin, citizenship, political affiliation, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. All employment is decided on the basis of qualifications, merit, and business need.

Additional Information

For more information, contact:

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