

# EXECUTIVE SEARCH



ASSOCIATION OF  
**WORKPLACE**  
**INVESTIGATORS**

## Executive Director

SEARCH CONDUCTED BY

**STERLING | MARTIN**  
a s s o c i a t e s

## The Opportunity

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The Association of Workplace Investigators ([AWI](#)) seeks an organized and effective leader to serve as its full-time Executive Director (ED). The ideal candidate will have the ability to build relationships with the AWI Board of Directors and key stakeholders to deliver growth in key service areas.

The full-time ED role is a newly created position with the potential to shape the organization in respect to organizational structure and the services AWI provides to members. This position is remote within the United States.

## About AWI

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Founded in 2009, the Association of Workplace Investigators (AWI) is a nonprofit professional membership association for attorneys, human resource professionals, private investigators, and others who conduct, manage, or have a professional interest in workplace investigations.

AWI's mission is to promote and enhance the quality of impartial workplace investigations. To fulfill its mission, AWI offers training including the only internationally accredited certificate program for workplace investigations, education programs, and guiding principles on conducting impartial workplace investigations as well as a quarterly peer-reviewed professional journal and other benefits for members and the public.

## The Executive Director (ED) Role

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The ED partners with the AWI Board of Directors to maintain organizational relevance, set the strategic direction, and anticipate the organization's future needs. The ED provides all operational oversight for the organization, including building a flexible, skilled team of employees, contractors, and contracted service providers, to provide extraordinary service to stakeholders and to further programming and membership growth.

### Essential Duties and Responsibilities

#### Leadership/Governance

- Lead and supervise the implementation of the AWI strategic plan.
- Anticipate and execute on all activities required to support AWI's future success.
- Advise and support the Board of Directors.
- Conduct all activities in alignment with the organization's mission, vision and core values and ensure a positive brand and image of AWI.
- Develop and implement 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 and training needs.

### **Board Relationships**

- Work closely with the Board, maintaining their strategic overview and facilitating a smooth transition of operational oversight to the ED; work closely with volunteers as the organization grows and transitions from support from an association management company.
- Develop annual priorities, initiatives, and action items for the Board to review and approve based on strategic objectives.
- 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.
- Track all recommended Board actions and maintain a reporting process to the Board.
- Ensure fiscal responsibility in conjunction with the Treasurer.

### **Contribute to Member and Organizational Success**

- Provide direction and oversight for educational programs, certificate programs and delivery of value to members.
- Implement a plan for continued membership expansion.
- Oversee member and non-member communication and marketing.

### **Management/Administration**

- Ensure all areas of the organization are functioning in a professional, efficient, and proactive manner.
- Engage appropriate staffing/contracting structure to achieve the highest possible performance in all areas through contractors, staff, or other work delivery methods. Recommend, develop, and maintain qualified staff/contractors to carry out tasks identified in the strategic plan.
- Oversee and independently execute operations, including finances, data management, communications, and publications.
- Ensure that the financial affairs of AWI 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.
- Remain current on association management trends, programs, and practices to ensure that AWI is up to date on best practices.

### **Required Skills, Experience, and Desired Qualifications**

- Proven leader with 6+ years of experience in an Executive Director, COO, or senior-level position within an association that has a budget of \$2M or larger.
- Experience with and knowledge of the principles of association management and Board governance.

- Solid organizational abilities, including planning, execution, resource allocation, staff management and delegation, program development, task facilitation, and constructive review.
- Experience contributing to the development and implementation of strategic plans, as well as experience coordinating communication between staff members, Board members, and volunteers on strategic initiatives.
- Proven track record of working with Boards and overseeing and supporting committees, task forces and special interest groups.
- Experience working with highly professional membership organizations that require a high level of detail and specification, such as attorneys and risk compliance.
- Experience hiring, organizing, managing, and overseeing a diverse workforce with many employment types, including gig workers, contractors, and employees.
- Experience leading a team in a remote working environment.
- Strong volunteer relations experience.
- Demonstrated excellent written and verbal communication skills; ability to write and edit with precision.

### Personal Qualities and Competencies

- A visionary leader who can conceptualize long-term strategic goals and translate them into a succinct, understandable, and actionable framework.
- An authentic, transparent, approachable communicator who builds trusting relationships and fosters open dialogue with all stakeholders.
- An owner committed to delivering a high-quality and accurate work product with attention to detail.
- A proactive leader with a strategic, operational mindset.
- A self-starter.
- A creative personality with an ability to bring new ideas and think outside the box.
- Candidates from historically underrepresented and marginalized communities are encouraged to apply.

## Compensation

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A competitive compensation package including base salary and benefits will be offered to attract an outstanding candidate.

The base salary for this role ranges from \$175,000 – 200,000. This role may further be eligible for additional incentive compensation as part of a total rewards package. The organization takes experience, education, skills, and other factors of the individual selected into account when setting individual employee salaries.

## To Apply

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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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