

EXECUTIVE SEARCH



Executive Director

SEARCH CONDUCTED BY

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

The Opportunity

American Mensa, Ltd and the Mensa Education and Research Foundation (AML) seeks a visionary and strategic Executive Director (ED) who can build upon the organization's legacy of excellence and support the achievement of AML's mission, vision, strategy, and annual goals, and objectives. The ideal ED candidate will have a proven track record of strategic leadership, effective decision-making, and fostering a culture of collaboration and innovation.

This position is based out of the Mensa headquarters in Hurst, Texas in the Dallas-Ft. Worth metro area.

About Mensa

Founded in 1960, American Mensa, Ltd. is the largest and oldest high-IQ society in the United States, open to individuals who score at the 98th percentile or higher on a standardized intelligence test. American Mensa is the largest national Mensa operating under Mensa International.

With a mission to identify and foster human intelligence for the benefit of humanity, American Mensa provides a vibrant community for its members, offering social and intellectual engagement, as well as opportunities for networking, education, and research. The organization has a staff of 23 and a budget of \$4.5M.

The Executive Director Role

The ED of AML provides leadership toward the achievement of American Mensa's mission, vision, strategy and annual goals and objectives. The ED is responsible for the general, day-to-day administration of the affairs of the organization and serves as chief executive officer for staff and the chief administrative officer for the Board of Directors and AML's subsidiary Foundation; the ED is charged with implementing policies and programs that benefit the society.

This position reports to the Chair of the American Mensa Committee (AMC) and works with the AMC in developing strategies that support the mission of American Mensa, developing and implementing the strategic goals and objectives of American Mensa, and enabling the AMC to effectively fulfill its governance function.

Essential Duties and Responsibilities

Leadership/Governance

- Responsible to the AMC for the administration of the headquarters office.
- Serve as a member of the AMC without the right to vote, but as a resource person who may be permitted to speak on issues. Attends and reports at all AMC meetings.
- Serve as a member of the Executive Committee without the right to vote.
- Serve as a member of the Foundation Board of Trustees without the right to vote.

- Serve as overall liaison to all committees and the executive committee.
- Maintain personal contacts with staff, the AMC, the Foundation, and the public to the greatest degree possible.
- Maintain relationships with other community organizations, government, and others as are desirable or necessary and in conformity with the overall objectives and policies of America Mensa.
- Support the secretarial functions for the AMC by preserving official minutes of the Executive Committee, the AMC, and other official meetings of the organization and provide security for all files, legal and historic documents, mailing lists and member profiles.
- Carry out such other general responsibilities as may be delegated by the Executive Committee or AMC.
- Lead the Association staff and engage AMC leadership and members on organizational strategy, vision, and tactical execution of the Association's strategic plan and expected deliverables.
- Build strong and respected relationships within a variety of stakeholder groups including members, the public, peer associations, and the media.
- Identify, assess, and inform the Executive Committee of internal and external issues that affect the association.
- Foster effective teamwork between the AMC, the Foundation, the ED, and the staff.

Financial Planning

- Coordinate with the AMC, its Treasurer, and headquarters' staff to comprehensive budget development and ongoing management; report any irregularities in Association finances in a timely and transparent manner.
- Coordinate with the Foundation, its Treasurer, and headquarters' staff to administer comprehensive budget development and ongoing management; report any irregularities in Association finances in a timely and transparent manner.
- Develop and implement alternative revenue streams to ensure the long-term financial health of the Association.
- Ensure that all funds, physical assets, and other property of the society are appropriately safeguarded and administered. With the Treasurer(s), arranges for an annual CPA audit.

Human Resources Management

- Direct all aspects of staff management and professional development.
- Establish accountability standards and perform periodic performance evaluations.
- Manage relationships with key internal and external stakeholders, including third-party vendors/suppliers/partners to achieve Association objectives.
- Determine staffing requirements for organizational management and program delivery.
- Recruit, interview, and select qualified staff that have the right technical and personal abilities to help further the association's mission.
- Establish a positive, healthy, and safe work environment; oversee the implementation of the human resources policies, procedures and practices including a performance

- management process; ensure appropriate training.
- Ensure a motivated and capable staff in a positive work environment.
- Coach, mentor and discipline staff as necessary using appropriate techniques.

Contribute to Member and Organizational Success

- Ensure the timely and continuous developing of cutting-edge programs, services, publications, etc. to meet member needs and in appropriate formats for dissemination.
- Ensure necessary support is provided to local chapter and regional Association affiliates on a timely basis.
- Cultivate, encourage, and promote active volunteerism within the national, local group and individual member structure.
- Oversee the planning, implementation and evaluation of the association's programs and services to ensure programs and services offered by the association contribute to the association's mission and reflect the priorities of the AMC.
- Expand membership through innovative outreach initiatives.
- Maintain effective relationships with other organizations, both public and private, and media to enhance the position and image of Mensa, acting as its representative when appropriate.

Management/Administration

- Develop tactical operational measures to ensure strategic objectives established in concert with the AMC are being met within time, scope and budget constraints and that key stakeholder expectations of the Association are anticipated and addressed.
- Provide transparency on all operational matters and clearly communicate actions and outcomes to the AMC and other stakeholders, as directed by the Executive Committee.
- Direct all external communications, marketing activities, and publicity as the key staff spokesperson for media coverage and press relations.
- Ensure the successful development and implementation of association technology initiatives including the Association's web presence.
- Provide support and guidance to AMC and Foundation leadership and established committees/task forces.
- Provide the necessary liaison and staff support to the AMC and Foundation members to enable them to properly perform their functions.
- Oversee the efficient and effective day-to-day operation of the association.
- Execute such contracts, grants and commitments as may be authorized by the AMC or Executive Committee or the Foundation.
- Partner with external staffing agency to hire qualified staff to and provide HR resources to Mensa employees.

Required Skills, Experience, and Desired Qualifications

- Proven leader with 10+ years of experience in an Executive Director, COO, or senior-level position within an organization of comparable complexity.
- Bachelor's degree in business, management, nonprofit management, information management, public administration or related field is required. An advanced degree (such as

an MBA or a JD) or relevant certification (such as a CAE) is highly desirable.

- Proven track record and substantial executive-level experience (ideally eight or more years) leading an organization with demonstrated fiscal oversight.
- Demonstrated ability to foster, nurture and maintain strategic alliances and partnerships with allied organizations on a local, national, and global basis.
- Solid knowledge of federal and local legislation applicable to voluntary sector organizations including employment standards, occupational health and safety, charities, taxation, business insurance, etc.
- Ability and willingness to abide by AML's policies and procedures.
- Excellent organizational skills.
- Effective oral and written communication ability.
- Able to travel, as needed, on an ongoing basis.

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

For more information, contact:

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