

EXECUTIVE SEARCH



Chief Executive Officer

SEARCH CONDUCTED BY

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a s s o c i a t e s

The Opportunity

NIGP: the Institute for Public Procurement ([NIGP](#)) seeks an experienced and visionary Chief Executive Officer (CEO) to build upon the organization's legacy of serving the public procurement profession for 80 years and steer NIGP into the future. The current CEO will retire in 2025 after serving as CEO for 27 years.

The ideal CEO candidate will have a proven track record of successfully leading a large association or nonprofit, leadership capabilities to inspire excellence throughout the organization, and the skills and experience to manage a completely virtual team environment. This position is remote within the United States with regular domestic and international travel expected.

About NIGP

NIGP is a Herndon, VA-based 501(c)3 nonprofit educational association founded in 1944 to advance the public procurement profession. NIGP continues its mission through premier educational programs, research initiatives, professional support, technical services, and advocacy efforts to serve its members and stakeholders.

NIGP is committed to elevating the profession and accelerating its members' performance through pioneering methods, including thought-leading content that uses innovative technologies, agile leadership development modules, and customized career training that empowers procurement professionals to make a positive difference at work, in their communities, and in the world. NIGP's annual conference is a much-anticipated event that attracts thousands of attendees and delivers essential training for public procurement professionals.

Today, NIGP continues to have a strong national presence with over 17,300 individual members, over 2,600 agency members, and 72 chapters. NIGP has a staff size of 31 and an annual budget of \$7M.

The CEO Role

Essential Duties and Responsibilities

Leadership/Governance

- Serve as a non-voting member and Secretary to the Governing Board.
- Provide visionary leadership to implement NIGP's mission, goals, and policies.
- Represent NIGP as a prominent ambassador at domestic and international events.
- Support the Governing Board's operations, including meetings, policy compliance, and committee engagement.

Member and Organizational Success

- Communicate effectively with members, stakeholders, and the Governing Board.
- Drive successful fundraising and sponsorship initiatives, equipping the team with the tools and training to excel.
- Forge strategic domestic and international partnerships to expand NIGP's impact.
- Maintain organizational records and assets securely and efficiently.

Management/Administration

- Oversee a collaborative, high-performing, and inclusive culture for a fully remote team.
- Define roles, set compensation structures, and establish performance incentives.
- Recruit, develop, and manage senior staff while promoting accountability and respect across the organization.

Financial Management

- Ensure the organization's financial health through sound fiscal management and oversight.
- Monitor and report on financial performance metrics, aligning operations with strategic goals.
- Develop and present annual budgets to the Governing Board and Finance Council.
- Manage contracts and agreements within NIGP's financial guidelines.

Required Qualifications and Experience

- Proven executive leadership experience, such as serving as CEO, Executive Director, or in a senior leadership role.
- Bachelor's degree in business, public administration, or other related area (required); master's degree preferred.
- Demonstrated success in working with and supporting a Board.
- Experience managing and leading remote or hybrid teams.
- Strong financial acumen, with the ability to present financial data clearly.
- Ability to travel regularly within the U.S. and internationally.

Preferred Qualifications

- Experience in government operations or public procurement.
- Background in fostering international collaborations and partnerships.
- Track record of engaging diverse stakeholders, including government, private sector, and educational partners.

Personal Qualities and Competencies

- Visionary, innovative leader with a commitment to NIGP's mission.
- Strong communicator with the ability to inspire and engage diverse audiences.
- Data-driven decision-maker who combines business intelligence with practical experience.
- Collaborative and transparent leader, skilled at navigating change and managing crises.
- Proficient in leveraging emerging technologies to achieve strategic goals.
- Advocate for diversity, equity, and inclusion in organizational culture and operations.

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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