

# PROFILE OF PRESIDENT OF SCHAUMBURG BUSINESS ASSOCIATION

## **QUALIFICATIONS AND ATTRIBUTES**

The Schaumburg Business Association places the highest priority on identifying a new President who is a proven, effective leader. The ideal candidate will be familiar with Schaumburg and its business community, has senior leadership experience in a Association of commerce, trade association or other business organization, and have a results-oriented approach to doing business. The ideal candidate will also possess recognized leadership skills, the ability to think strategically, the commitment and ability to retain and grow the SBA's membership base, the creative flair required to stage the SBA's signature events in exciting new ways, the ability to interact effectively with business and political leaders, the skills required to lead and motivate volunteers, and the capabilities required to direct and oversee the SBA's staff.

Further, it is expected that the next President will possess the following attributes.

### **Leadership Attributes:**

- Ability to develop a vision for the future;
- Commitment to developing a strong, growing membership base and strategic partnerships;
- Skilled in developing teamwork and delegating authority while maintaining a highly engaged presidency;
- Skilled in advancing and managing the financial interests of the SBA;
- Ability to work collaboratively with the SBA's Executive Committee and Board of Directors;
- Political astuteness that recognizes opportunities to advance the SBA's agenda.

### **Interpersonal Competencies:**

- Strong interpersonal skills emphasizing effective listening and communication, sense of humor, integrity and decisiveness;
- Intellectual, analytical and consensus-building skills;
- Ability to make decisions in a timely manner;
- Ability to relate to others in an approachable, engaging manner through high visibility at SBA events and in the community;
- Ability to develop effective relationships with members and community leaders;
- Talent, energy and enthusiasm to instill a sense of pride and success throughout the SBA.

### **Accountabilities:**

- Responsible for the overall operations of the SBA, its membership retention and growth, committees, programs and events, fiscal management, personnel, membership relations, community relations, and marketing and public relations;
- Together with the Board of Directors of SBA, develop and execute the strategic direction for the organization;
- Develop organizational goals and objectives consistent with the mission of the SBA;
- Contribute to the development and provide leadership in the execution of the SBA's strategic plan;
- Develop the annual operating budget;
- Provide direction and supervision of all staff;
- Serve as chief liaison with businesses, political leaders, community organizations and the media;

- Formulate new programs and initiatives to help the business community grow and prosper;
- Provide administrative support and information for the Executive Committee, the Board of Directors, and as needed by Association committees;
- Ensure that the organization has a credible, strong and positive image in Schaumburg and surrounding areas;

Specifically, the successful candidate will be responsible for the following:

- **Strategic Direction.** In conjunction with the Executive Committee and the Board of Directors, refines and implements the long-range strategic plan for the Association. Facilitates the development and successful implementation of the organization's vision, as well as strategic and operational plans.
- **Membership Growth and Development.** Provides leadership in the area of member services to ensure there is a compelling value proposition that attracts new members and retains existing members and organizations of all sizes. Understands the growth areas and builds initiatives to gain new members from those opportunities. Promotes sponsorship opportunities to offer members visibility among their peers.
- **Board and Executive Committee Relations.** Builds and maintains strong relationships and open communications with the Executive Committee and the Board of Directors. Maximizes and leverages strong Board relationships and compels full participation of the Board. Provides the strategic leadership necessary to garner full engagement of board members in participating on important community work. Collaborates and provides counsel to the Board and committees regarding public policy, programs, and other key initiatives. Maintains regular communications with the Chairman and Executive Committee members. Plans and organizes Executive Committee and Board of Directors meetings on a regular basis.
- **Community Leadership.** Serves as a community leader, a visionary, and alliance builder to ensure a vibrant economic environment and high quality of life for both employers and their employees from companies and organizations of all sizes.
- **Advocacy/Public Policy.** In conjunction with the Board and the Legislative Committee, identifies priority public policy issues and positions and shapes the Association's legislative agenda. Ensures effective representation before relevant government bodies to achieve desired outcomes. Collaborates successfully with other organizations in advocating a pro-business agenda.
- **Spokesperson.** In conjunction with the Association's Chairman, serves as a principal spokesperson for the Association in all venues, with a goal to enhance the overall brand and image of the SBA and business community in the County and region. Communicates the members' position on key issues and, in doing so is inclusive of member companies of all sizes. Demonstrates the many successes achieved by the Association to external audiences.
- **External Relationships.** Works closely with a wide-range of constituencies across the metro area and state, in both the public and private sector, to build and support coalitions consistent with the Association's overall mission and priorities to advance the Association's Goals. Understands the competition for member mind-share and proactively builds synergistic relationships and convenes meetings and coalitions that share common goals and positions the Association as an industry leader. Assures the business community is represented on committees and organizations that are critical to the region and the Association.
- **Administration.** Attracts, develops, and retains a strong staff; develops future leaders for the Association; manages a highly effective and efficient organization as measured by achievement of priority goals, membership satisfaction and growth, revenue generation to support priorities, and quality programs and initiatives. Develops and effectively manages annual budgets that are aligned to the strategic

goals of the Association. Ensures financial soundness, transparency and a balanced budget annually.

**COMPENSATION:**

This is a salaried position and initial compensation is commensurate with the candidate's qualifications, experience and education.

**YEAR ONE CRITICAL SUCCESS FACTORS:**

In the first year, the President will collaborate with the Executive Committee to effectively:

- Stimulate membership growth, development and engagement;
- Operate the Association in a fiscally responsible and transparent manner;
- Advocate a pro-business agenda on behalf of its members; and
- Manage and lead Association staff.

## APPLICATION PROCESS

The SBA's Search Committee encourages qualified candidates to promptly submit an application packet. An application packet should be comprised of:

- a resume,
- a letter requesting Committee consideration of the qualifications and attributes that make you an excellent candidate for the position,
- and a list of five professional references knowledgeable about your qualities and achievements. Included in the reference list should be e-mail addresses and daytime telephone numbers of each person listed.

Completed application packets should be sent via e-mail to:

[resumes@schaumburgbusiness.com](mailto:resumes@schaumburgbusiness.com).

All information submitted will be treated with strict confidentiality by the Search Committee.

Information regarding the SBA and its search for a new President may be accessed at

<http://www.schaumburgbusiness.com>.