



**POSITION DESCRIPTION:**

**The Industry Council for Emergency Response Technologies (iCERT) is seeking a seasoned, trade association leader to serve as the EXECUTIVE DIRECTOR for iCERT.**

The iCERT Board of Directors is seeking a leader who has prior experience in modest-resource environments, who can successfully work in an entrepreneurial, self-starter setting to manage and grow an organization over his or her tenure. The ideal candidate will have prior executive level experience in the leadership, growth, and operation of a trade association, preferably in the public safety sector. Other qualifications to be considered for the role include prior executive level government affairs experience.

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**Location and Compensation Summary**

Location	<ul style="list-style-type: none"> <li>• Washington DC Metro area preferred, however not required</li> </ul>
Relocation Expense	<ul style="list-style-type: none"> <li>• None</li> </ul>
Compensation	<ul style="list-style-type: none"> <li>• Negotiable</li> <li>• Base salary plus goals-based incentive compensation</li> </ul>

**iCERT Executive Director Qualifications and Skills**

1. Bachelor’s degree required, Master’s degree and/or relevant graduate level certification desirable
2. Minimum of eight (8) years experience in a leadership role in the nonprofit field and/or a commercial entity where nonprofit engagement activities have been a key feature
3. High-level skills and proven track record in non-profit program and project management
4. Strong aptitude for, and experience in, verbal communication, presentation and relationship development

5. High-level skills in writing reports, pitch messages, meeting minutes and summaries, media releases and organizational correspondence
6. In-depth knowledge of best practices in management and governance
7. Deep understanding of organizational financial management strategies
8. Experience in helping to guide the efforts of senior level corporate leaders
9. Well-honed inter- and intra-organizational diplomatic skills
10. Record of success in establishing enduring partnerships with commercial, government and non-profit entities

### **iCERT Executive Director Key Responsibilities**

1. Enable iCERT to become “The Voice of Industry in the Emergence Response Technologies Sector” – the iCERT Executive Director will serve as the Association’s primary voice to industry, media, the non-profit sector and relevant government agencies
2. Maintain high ethical and professional standards and uphold the good reputation of iCERT
3. Develop and maintain positive relationships with key stakeholders
4. Serve as the primary leader for the Association’s advocacy and awareness efforts
5. Work with the iCERT Board of Directors and member companies to achieve goals set out in iCERT’s strategic plan
6. Accomplish the organizational objectives and revenue goals set out by the Board of Directors
7. Craft and manage the Association’s budget as approved by the Board of Directors
8. Maintain and report on iCERT budget and finances to include the collection of annual dues and sponsorship fees, as well as all required tax filings
9. Manage all Federal and State compliance issues related to the Association’s nonprofit status

10. Provide updates to the membership to include legislative issues, research findings and industry news
11. Provide project management oversight for iCERT programs and studies as appropriate
12. Provide for the development, update and maintenance of the iCERT web site
13. Coordinate annual and issue-based Association meetings and/or forums: developing appropriate agendas, distributing meeting minutes, and tracking and reporting on follow-up commitments
14. Provide coordination and leadership in membership recruitment, dues billing and collecting as well as identifying efforts to grow the Association's membership
15. Annually review iCERT's governance documents to assure compliance and to identify any needed updates or legally mandated maintenance

For more information on the iCERT, please visit: <https://www.theindustrycouncil.org/>

For questions about this position or to apply, please contact iCERT Chair Ellen O'Hara at [ehara@zetron.com](mailto:ehara@zetron.com).