

EXECUTIVE POSITION PROFILE

Executive Director



NATIONAL ASSOCIATION OF BUSINESS
POLITICAL ACTION COMMITTEES

This search is being conducted by:

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I. Position Description

Responsibilities

The **Executive Director** is the non-voting chief executive officer of the National Association of Business Political Action Committees (NABPAC), a 501(c)(6) non-profit corporate trade association registered in the District of Columbia. The Executive Director reports to the NABPAC Board of Directors and their elected Executive Committee, and shall be responsible for the organization's consistent achievement of its mission and financial objectives. In developing, implementing and administering programs associated with the association's mission, the Executive Director shall be responsible for activities in the following areas.

Board of Directors and Executive Committee Management

The Executive Director shall work at the direction of the Executive Committee to recruit and manage an influential Board of Directors to develop overall strategy and to assure funding and fiduciary responsibility. In interacting with the Board of Directors, the Executive Director shall ensure that priority activities in any given year are supported by individual Board members, and that Board committee deliberations and decisions are designed to swiftly and thoroughly meet the needs and desires of the broader NABPAC membership. The Executive Director shall also ensure that the Board of Directors and Executive Committee operate the corporation in an ethical manner, conduct business in accordance with all relevant laws and regulations, and ensure the long term viability of the organization.

Budgetary Planning and Financial Management

Though the Executive Director does not have signature authority over any NABPAC financial accounts, he/she shall manage – in concert with the NABPAC Treasurer, outside bookkeeper and an audit firm – the day-to-day administration of the annual operating budget as approved by the Board of

Directors. The Executive Director shall develop an annual budget for review and approval by the Board, ensure that expenditures are within the budgeted amounts, prepare budget revisions throughout the year, authorize purchase orders, vouchers and payments and administer contracts on behalf of the association. In executing these activities, the Executive Director shall be responsible for developing and maintaining sound financial practices, and regularly inform the Board of Directors and Executive Committee on the status of the association's financial accounts.

Educational Programming and Conference Management

The Executive Director shall develop and implement — in conjunction with outside consultants and NABPAC leadership — educational programming opportunities for NABPAC members and guests through periodic events, including PACRap luncheons, webinars, workshops, and an annual conference. The Executive Director shall be responsible for inviting speakers and registrants for all of these events. He/she also shall work to ensure that speakers have the information necessary to provide useful and timely information to the NABPAC membership, and that members are regularly surveyed for their opinions related to these programs.

External Communications

The Executive Director shall be the external spokesperson for the association in all matters relating to the media and the public. He/she also shall be the association's chief lobbyist before Congress and relevant regulatory agencies. When deemed important to advancing the NABPAC mission, the Executive Director also shall be responsible for proactively publicizing the activities of the association as well as its programs and goals. He/she shall establish sound working relationships and cooperative agreements with individuals and organizations critical to the long-term viability political action committees (PACs) and the participation of the business community in the campaign finance system.

Membership Communications

The Executive Director is responsible for creating and disseminating through electronic or print media any and all direct communications with the NABPAC membership. These responsibilities shall also include management and oversight of the NABPAC website, NABPAC Now (app), and social media platforms. In communicating with the membership, the Executive Director shall strive to maintain a consistently professional and informative tone, assiduously protect from any unexpected disclosure of the NABPAC membership list to outside parties, and ensure that individual members are protected from unwanted communications by other members of the association or outside parties.

Membership Recruitment and Retention

The Executive Director shall ensure that the association has a long-range strategy for recruiting and retaining dues paying members. He/she shall provide support to the Board of Directors, Executive Committee, and any committee delegated with these responsibilities. All communications and follow up with such membership prospects – whether in person or in writing – shall be managed directly by the Executive Director, who also shall keep historical records of recruitment and retention initiatives.

Office Presence and Recordkeeping

The Executive Director shall provide for locating and maintaining the offices of the association in Washington, DC. These offices shall present a professional image for the association to members and non-members alike and, if possible, provide opportunities for hosting social events and/or small association meetings.

He/she shall ensure that historical print and electronic records required to be retained by the corporation under law are safely stored in the NABPAC office and/or in original or electronic storage format for the period of time required by law. Likewise, records specifically designed not to be retained shall be destroyed in compliance with a NABPAC Document Retention Policy. The Executive Director shall also ensure that records not required to be retained – but that provide an important record of NABPAC operations such as membership lists, conference histories, etc. – shall safely be stored in either original or electronic format. Records shall be made easily available for review by any member of the Board of Directors or Executive Committee on request. Additional records required for public inspection such as Internal Revenue Service Form 990 also shall be readily available upon request.

Outside Consultant, Contractor and Staff Management

The Executive Director shall, at the direction of the Board of Directors and Executive Committee manage, on a daily basis, all outside consultants, independent contractors, vendors and staff retained to provide services to the association. He/she shall provide oversight of tasks performed by these individuals on behalf of NABPAC and report regularly to the Board of Directors and Executive Committee on their activities. In managing these resources, the Executive Director shall ensure that services provided by these individuals are efficient and cost-effective, and that the needs of the membership are met by their initiatives. He/she shall maintain a professional environment in dealing with these individuals, and seek to attract, keep, and motivate a diverse team of top quality people.

II. Organization Review

About NABPAC

The National Association of Business Political Action Committees (NABPAC), a 501(c)(6) non-profit trade association, was founded in 1977 and is the sole national organization dedicated to promoting, defending and professionalizing PACs and political action professionals.

NABPAC is not a PAC, and does not contribute to candidates — it is a trade association for corporations and business associations. Our goal is to advance the interests of our membership and protect the rights of millions of Americans who participate in democracy through voluntary contributions to a PAC.

NABPAC also provides comprehensive membership services to PAC and grassroots professionals through

continuing educational workshops, annual conferences, informative publications and peer-to-peer advising. Membership consists of over 700 PAC and government affairs professionals from more than 240 corporations, associations and vendors throughout the country who represent some of the smallest and largest PACs. NABPAC members collectively accounted for PAC receipts in excess of \$250 million during the 2018 election cycle.

Digital Presence

web: www.nabpac.org

Tweeter: @NABPAC

Instagram: @NABPAC40

Linkedin: /NABPAC-Group

III. About Vetted Solutions

Vetted Solutions is an executive search firm specializing in association, nonprofit, and hospitality/destination marketing community, recruiting and consulting. We focus on CEO and senior staff positions. For confidential consideration, please email your resume and cover letter to NABPACEDSearch@vettedolutions.com or contact Vetted Solutions at +1 202 544 4749.

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