



Job Opportunity

Company	NAFTZ
Job Title	President
Location	Washington, DC
Salary Range	
Relocation Assistance	

Job Description / Responsibilities / Requirements

Job Description PRESIDENT of the NATIONAL ASSOCIATION OF FOREIGN-TRADE ZONES

I. Executive Summary

The President has the core responsibility of leading the staff and managing the organization. In conjunction with the board of directors, the President works to provide leadership, vision, and direction for the organization and to develop organizational strategy. The President implements policies approved by the board, manages the organization's programs and operations, and represents the organization and serves as its public face. S/he oversees the development, implementation, and evaluation of programs and services that support the NAFTAZ mission. The President leads the staff and board in developing a realistic annual budget, and makes financial decisions consistent with the budget approved by the board. S/he will work closely with the Board of Directors to focus and meet the NAFTAZ's priorities, while balancing the needs of its members, membership growth, and the continued promotion of the foreign-trade zones program. The President will have a strong external focus, listening to and serving the NAFTAZ members as a spokesman and advocate, in addition to nurturing effective and efficient ongoing operations, including prudent financial management of the association.

II. Essential Duties and Responsibilities

Managing all day-to-day operations of the Association, including financial, administrative and all human resource functions;
Communicating to the Board of Directors the conditions and operations of the Association and executing all Board policy decisions;

II. Essential Duties and Responsibilities Continued...

Acting as NAFTAZ's day-to-day representative, liaison and contact with all relevant governmental agencies impacting the FTZ program, especially the FTZ Board and U.S. Customs and Border Protection;

Directing and coordinating the activities of the General Counsel, the Public Affairs Advisor, and other advisors retained by the NAFTAZ and keeping the Board of Directors advised accordingly;

Developing with the advice of the Association's advisors, an action plan with regard to all government affairs activities, as well as monitoring legislation impacting the FTZ program, to ensure the continued status and interests of the foreign-trade zones community are represented. This will include overseeing and coordinating all meetings, correspondence, position papers, briefs and other material in connection with all governmental activities and legislative efforts;

Managing public relations activities and generating media and press coverage for all NAFTAZ matters;

Providing regular and timely internal financial statements to the board of directors that compare performance to budget and to the previous year or other benchmark;

Directing and coordinating the activities of all NAFTAZ committees and keeping the Board of Directors advised accordingly;

Executing contracts, agreements and commitments for the Association in keeping with its policies and parameters established by the Board of Directors;

Embracing the responsibility to help and support the Board of Directors;

Working with the Treasurer of the Association to invest funds in a fiscally prudent manner and in compliance with policy;

Planning and conducting the annual conference, seminars and other meetings;

Planning, attending and participating in meetings of the Board of Directors;

In conjunction with the Board of Director, develops, refines and implements the strategic plan of NAFTAZ.

Proactively reaches out to the membership to better understand evolving needs and offer value-added services to meet the needs.

Builds and develops the internal organization for sustained growth; engage and mobilize all parts of the organization in pursuit of the common mission, vision and strategic objectives for NAFTAZ.

Establishes the vision, strategy and pace for future performance defining, "Who is the NAFTAZ." Continues to develop and refine both short- and long-term strategies to meet the needs of the membership and the financial objectives of NAFTAZ by creating on-going value for the members and their organizations.

II. Essential Duties and Responsibilities Continued...

Develops appropriate quarterly, annual and longer-term financial objectives and leads NAFTAZ in consistently achieving these objectives.

Develops, motivates and retains highly talented individuals on the administrative team and deploys them in a manner that will optimize achievement of short- and long-term strategic objectives. Makes changes as appropriate.

Keeps the members of the Board fully informed on all aspects of the financial health, development and progress of NAFTAZ. S/he engages the Board in the analysis of strategic objectives and seeks and utilizes the expertise of individual board members to address business issues facing NAFTAZ.

III. Knowledge and Experience

The NAFTAZ's President will be a dynamic leader with strength in organizational planning, and instilling a professional atmosphere built on trust and accountability.

Core competencies will include, but not be limited to, the following:

Experience in FTZs, Customs and/or international trade with the ability and desire to be "in the weeds" of subject matter expertise or direct managerial or executive experience in an international trade association.

Verifiable success as an executive/manager. Recognized as a strategic thinker who also can nurture the needs, and growth of the membership.

Strong bottom line focus: operationally savvy, keen financial planning sense.

Strong business acumen and the ability to think strategically while considering new perspectives.

A history of making well-considered and sound judgments at critical junctures - with demonstrable impacts on the success of the organization s/he was leading.

The ability to align diverse interest groups on issues and opportunities that benefit the overall membership; politically savvy.

A stellar communicator, motivator and advocate with genuine interest and knowledge of issues and opportunities.

A consensus builder with a personal style that engenders confidence.

IV. Leadership Characteristics

Understanding the FTZ Program

Knows the FTZ program and the mission-critical political and functional skills needed to do the job; understands various types of business propositions and understands how businesses operate in general

Acting with Honor and Character

Is a person of high character; is consistent and acts in line with a clear and visible set of values and beliefs; deals and talks straight; walks his/her talk; is direct and truthful but at the same time can keep confidences.

Making Complex Decisions Can solve even the toughest and most complex of problems; great at gleaning meaning from whatever data is available; is a quick study of the new and different; adds personal wisdom and experience to come to the best conclusion and solution, given the situation; uses multiple problem-solving tools and techniques.

Getting Work Done Through Others

Manages people well; gets the best and the most out of the people he/she has; sets and communicates guiding goals; measures accomplishments, holds people accountable, and gives useful feedback; delegates and develops; keeps people informed; provides coaching for today and for the future.

Communicating Effectively

Writes and presents effectively; adjusts style to fit the audience and the message; strongly gets a message across.

Inspiring Others

Is skilled at getting individuals, teams, and an entire organization to perform at a higher level and to embrace change; negotiates skillfully to achieve a fair outcome or promote a common cause; communicates a compelling vision and is committed to what needs to be done; inspires others; builds motivated, high-performing teams; understands what motivates different people.

Focusing on Action and Outcomes

Attacks everything with drive and energy with an eye on the bottom line; not afraid to initiate action before all the facts are known; drives to finish everything he/she starts.

V. Education

A Bachelor's degree is required. An advanced degree is preferred.

VI. The Ideal Candidate

The ideal candidate is someone with a broad knowledge and understanding of the relationship of an association to its members and its place in the government policymaking environment. The President will be the leader of NAFTAZ and should possess the skills to serve that role effectively. More specifically, she/he should have the following professional qualifications and personal attributes:

At least six years of experience working in the area of FTZs, international trade or economic development;

Appreciation for the effect of FTZs on employment, revenues and other economic factors;

Demonstrated success working with a board of directors or similar oversight group;
Thorough understanding of the Hill and other relevant government agencies;
Excellent oral and written communications skills;
Ability to work well with people of many different backgrounds, experiences and personalities;

Experience in providing educational content;
Understanding of the various activities of an association and how they relate to each other;

Ability to work effectively on several projects at once;

Well-organized;

Diplomatic and well-spoken

Effective, inclusive management skills;

Broad strategic thinking ability while able to focus on individual tasks.

Mentor and professionally develop the existing staff.

Contact Information to Apply

Please email your resume to Jenna Bloom at
jenna@pisanirecruiting.com