Executive Position Profile

Executive Director and Chief Executive Officer

This search is being conducted by:

Vetted Solutions

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I. Opportunity

Established in May 1934, The National Society of Professional Engineers (NSPE) is the only national organization committed to addressing the professional concerns of licensed Professional Engineer’s (PEs) across all disciplines. NSPE was keenly aware that the public needed to be able to trust that everyday engineering decisions were being made by qualified, ethical individuals. Therefore, their goal was to create an inclusive, nontechnical organization dedicated to the interests of licensed PEs, regardless of practice area. Their fundamental values of Ethics & Accountability, Qualification, Professional Advancement and Unity have allowed them to continue to deliver on their promise 86 years later.

Based in Alexandria, Virginia, NSPE is seeking an Executive Director and Chief Executive Officer to join their already focused and aligned institution to continue building upon its successes while stimulating growth for the organization in key areas. NSPE seeks an individual who is a proven leader with energy, experience and the passion needed to continue to advance the organization. The candidate should demonstrate the skills needed to carry out the strategic plan, lead a team of 30, build effective relationships across NSPE’s multi-tiered professional society of volunteers and members, and to plan, manage and control an annual budget in excess of $7M.

Executive Director and CEO Overview

The Executive Director and CEO reports to the NSPE Board of Directors and is responsible for guiding the development and implementation of the strategic plan, governance, advocacy, programs, policies, and practices of NSPE.

S/he is responsible for sound management of the NSPE staff, operations, assets, business planning, dues and non-dues revenue generation, and finances.

The Executive Director and CEO will ensure NSPE offers a strong value proposition to its customers, which include members, affiliated state societies, and the National Institute for Certification in Engineering Technologies (NICET) certification stakeholders.

S/he is responsible for fostering productive relationships with related organizations, other industry and professional representatives, government bodies, and the media, with the goal of maximizing awareness and productive collaboration in achieving NSPE’s vision of “a world where the public can be confident that engineering decisions affecting their lives are made by qualified and ethically accountable professionals.”

Serves as Corporate Secretary of the association, and ex officio member (without vote) on the NSPE Board of Directors and Executive Committee.
Key Responsibilities

General
■ Development and implementation of the programs of NSPE, consistent with the oversight and direction of the Board of Directors and House of Delegates.

Governance
■ Acts as the principal liaison between volunteer leadership components and the staff, coordinating the flow of information and leading implementation of board decisions.
■ Responsible for development and execution of processes to ensure effective governance by the association, including communications, education, board development, and engagement of volunteer leadership.
■ Accountable for compliance with legal and regulatory obligations of the organization, and promotion of best practices in effective governance.

Strategic Planning and Leadership
■ Leads implementation of the NSPE Strategic Plan. Fosters a culture of continuous growth and improvement in expanding the NSPE brand, constituencies, and mission impact.
■ Ensures timely update of strategic and annual operating plans, supporting budgets, and determination of a program evaluation process.
■ Provides financial oversight and ensures financial sustainability and growth of the organization.
■ Supervises the management of the real property and other assets of NSPE and investment of those assets, under oversight of the NSPE Budget and Finance Committee and Board of Directors.

Member and Customer Service
■ Ensures that NSPE programs and services are meeting the needs of members, state societies and NICET certification stakeholders.

External Relations and Communications
■ Builds effective relationships with organizations and fosters strong communications both inside and outside the organizations.
■ Maintains the role of liaison with other national and international professional and trade organizations / engineering societies whose activities and interests are important to NSPE.

Advocacy
■ Oversees NSPE’s advocacy (legislative, regulatory) for the competent and ethically accountable professional practice of the engineering team.
■ Promotes the image of NSPE and the profession through appearances before outside groups and the media, and through supervision of the public relations activities of NSPE.
■ May represent NSPE to Congress and testify on behalf of NSPE when requested by the board. Maintains liaison with appropriate federal and state agencies.

Staff Management
■ Provides leadership to national headquarters staff to accomplish the goals and mission of NSPE, ensuring necessary staff levels, training, compensation, and benefits to recruit and retain a strong staff team.

State Society Liaison and Services
■ Delivers leadership to build strong, cooperative working relationships with state society executives and volunteer leaders.
■ Maintains member records and provides states with membership data, membership recruitment materials, and member services and benefits to recruit and retain members.

Qualifications, Experience, and Competencies
A successful candidate should possess the following experiences and qualifications:
■ A minimum of a bachelor’s degree with a post graduate degree desirable.
■ Successful senior-level association or nonprofit management experience with oversight of multi-functional departments required, or equivalent combination of education and related experience.
■ Certified of Association Executives (CAE) designation is desirable.
Personality and Behavioral Traits

The following traits will be important for success in the NSPE role:

- Strong leadership, communication, and interpersonal skills to motivate, develop, direct, lead and effectively represent NSPE in the engineering community.
- Strategic and creative thinker with the ability to analyze complex issues.
- Relationship builder with the ability to gain consensus among diverse stakeholders, positively and constructively resolve conflict, and effectively negotiate compromise.
- Collaborative and mentoring management style.
- Excellent financial management skills.
- Member-centric mindset to help promote membership engagement and growth.
- Honesty, integrity, and compliance, with a highly developed sense of ethics.
- Understanding of the purpose and function of professional licensure and certification.

Measures of Success

The specifics regarding measures of success, including metrics, will ultimately be agreed upon by the successful candidate and the NSPE Executive Committee, but at the end of the first year the Board would expect the following:

- A smooth transition has taken place with the Executive Director and CEO developing effective relationships and rapport with the NSPE Board, staff, members, volunteer leaders and customers, NICET certification stakeholders, and affiliated state societies.
- The Executive Director and CEO is effectively implementing all facets of NSPE’s strategic and operational plans to promote organizational growth and improve governance for the association.
- Continue to build upon what NSPE has created ensuring greater integration between the pillars of the organization – Membership, State Societies, and the NICET arms.
- The Executive Director and CEO has actively engaged and energized members, industry supporters, strengthened the relationship with the state societies and created an active NSPE presence amongst those states that do not have a national affiliation with NSPE.
- The Executive Director and CEO has fostered a culture of continuous growth and NSPE brand expansion, ensuring finances are well-managed and on track to meet budget goals.
II. Organization Review

About NSPE

NSPE was established to realize a simple but vital goal:

Create an **inclusive, nontechnical** organization dedicated to the interests of licensed professional engineers, **regardless of practice area**, that would protect engineers (and the public) from unqualified practitioners, build **public recognition** for the profession, and stand against unethical practices and inadequate compensation.

The NSPE Strategic Plan—including our Vision, Mission, Values, and Goals—is developed by the NSPE Board of Directors in collaboration with NSPE’s representative House of Delegates. It is not a static document. Rather, it is a commitment to ongoing, open, and transparent strategic planning and execution.
Member Overview

NSPE's members are among the nation’s top licensed professional engineers who share an elite position with other top professionals, like doctors, lawyers, certified public accountants, and registered architects. They have risen to the top of their fields through intense training, licensing, continuing education, and leadership. They are bound by a Code of Ethics to exhibit the highest standards of honesty and integrity and hold paramount the safety, health, and welfare of the public.

Meet our members, the people who make NSPE great!

- 96% are PEs or engineer interns, many with other professional licenses and certifications in fields such as land surveying, fire protection, environmental engineering, and forensics.
- They lead their organizations - 70% supervise other employees and maintain a professional title.
- Most have been members for 14 years or more.
- They are heavily involved in making product decisions for their projects. NSPE members recommend, specify, or purchase millions of dollars in products and services annually.

Education and Meetings

NSPE strives to promote education amongst their members. As a result, they created the PE Institute that has a catalog of live educational events, webinars, and conferences for the professional engineer. As engineering disciplines become more specialized, continuing education becomes more crucial to managing a rising career. Online webinars and conferences can help PEs stay current on a variety of topics. All events provided by NSPE, its state societies, and partners are available to members at a discount.

NSPE's annual conference typically attracts 350 participants. Due to Covid-19, NSPE converted their August 2020 conference into a virtual event and saw 405 attendees as a result. NSPE's 2021 conference will be a partnership with the Pennsylvania Society of Professional Engineers. The conference is slated to take place July 7–12 in Philadelphia, providing an opportunity for PEs and those on the path to licensure to connect with like-minded professionals, earn continuing education credits, and learn about the profession’s top issues.

NSPE has two Foundations, the NSPE Education Foundation and DiscoverE. The NSPE Education Foundation focuses on fundraising to distribute educational grants and support programs. DiscoverE was established 30 years ago as the first organization to recognize the need for engineering outreach when it called on engineers to work with young, middle school aged students for Engineers Week 1990. Over the decades, hundreds of thousands in the NSPE community volunteer and celebrate engineers, technicians, and technologists around the globe. According to a 2020 survey 8 out of 10 educators consider these opportunities essential to engaging students in engineering.

NSPE publishes the PE magazine. It is published quarterly and covers news and commentary on professional issues: licensing, engineering ethics, employment, legislative and regulatory issues, education, and many others that have a direct impact on professional engineers.

Certifications

Founded in 1961, NICET is the certification division of NSPE.

NICET’s vision is that of a Global Leader, providing recognition of qualified technology professionals who reliably apply engineering principles and practices for the benefit and safety of the public. With a mission to promote excellence in engineering technologies globally through certification and
related services, NICET has in excess of 135,000 engineering technicians and engineering technologists that have met their demanding certification criteria.

Throughout the US and internationally, NICET certifications are recognized and even required by many employers and government agencies. NICET promotes the continued professional development of their certified technicians and technologists which provides assurance to the public that an individual has mastered the critical elements in a specific discipline of engineering technology.

Awards
NSPE is committed to recognizing contributions made by their members, established professionals and rising stars. They bestow several awards annually to very deserving candidates that include, the NSPE Award, NSPE Distinguished Service Award, NSPE Young Engineer of the Year Award, QBS Award, Engineering Education Excellence Award, PEGASUS Award, PEPP Award, and the Federal Engineer of the Year Award.

Leadership
The volunteer leadership of the NSPE includes a Board of Directors.

BOARD OF DIRECTORS
- **Tricia Hatley**, PE, FNSPE President
- **Rick Guerra**, PE, FNSPE President-Elect
- **David Martini**, PE, FNSPE Immediate Past President
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- **Adam Jones** SSEC President
- **Harvey Hnatiuk**, PE, FNSPE President, NSPE Educational Foundation
- **Paul Inferrera**, SET Chair NICET Board of Governors

Online Presence
NSPE.org
- @Podcasts
- @NSPE
- @NSPEonFB
- @NSPEVideo
- @National-Society-of-Professional-Engineers
- @NSPE_HQ
III. About Vetted Solutions

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

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