



NIAGARA FRONTIER INDUSTRY EDUCATION COUNCIL, Inc.

(NFIEC)

BOARD OF DIRECTORS

INVITES YOU TO APPLY

FOR THE POSITION OF

EXECUTIVE DIRECTOR

2019

<http://nysleadershipgroup.com>

ANNOUNCEMENT OF VACANCY

The Board of Directors of the Niagara Frontier Industry Education Council seeks a highly qualified leader to be its Executive Director. The search process will be completed by September 1, 2019.

Robert Christmann is assisting the NFICE Board of Directors with the selection process.

THIS IS A CONFIDENTIAL SEARCH PROCESS

The names of the candidates will be known only to the members of the Board of Directors. Only the successful candidate will be named publicly and only after a contract is signed by all parties.

The consultant will be responsible for screening candidates and presenting all applicants to the Board of Directors. An internal committee will be created to conduct the interview process. The Board of Directors will make all the decisions related to the selection process, the evaluation of candidates and the final appointment.

Interviews are tentatively scheduled for late August – early September, 2019.

PROFILE OF THE EXECUTIVE DIRECTOR

The NFIEC is seeking a proven leader with a documented record of accomplishments. The successful candidate must build trust with the board members, school district staff and business representatives through a highly effective communications skillset and collaborative management style.

Building on the non-profits strong foundation of success, the selected candidate must continue to develop positive relationships with all stakeholders.

QUALIFICATIONS OF THE EXECUTIVE DIRECTOR

The Executive Director must be knowledgeable of and committed to the organization's mission. Specific qualifications include:

- Advanced degree with at least 5 years of management related experience
- Track record of effectively leading an outcome based organization
- Experience in developing and operationalizing strategies to promote organizational growth
- Commitment to high quality programs and data driven program evaluation
- Excellence in organizational management with a proven ability to coach staff and manage and develop high performance teams
- Budget development and implementation experience
- Past experience in working with a Board of Directors
- Strong skills in marketing, public relations and fundraising
- Strong written and verbal skills which combine to create a persuasive and passionate communication
- Excellent interpersonal skills
- Action oriented, entrepreneurial and innovative approach to business planning
- Ability to collaborate and work effectively with diverse groups of people
- Possess passion, idealism, integrity, a positive attitude and a mission driven and self-directed philosophy

EXECUTIVE DIRECTOR RESPONSIBILITIES

The Executive Director will have overall strategic and operational responsibility for programs, expansion of services and financial support and execution of its mission. He/she will initially develop a deep knowledge of NFIEC's core programs, operations, business plans and stakeholders.

Specific Responsibilities include:

- Ensuring ongoing programmatic excellence and rigorous program evaluations
- Financial planning to ensure long term organizational success via increases in revenue
- Recommending timelines and resources needed to achieve strategic goals mutually developed with the Board of Directors
- Actively engage and energize members of the Board of Directors, serve as ex-officio member of any committees created, seek and build board involvement with the strategic direction
- Expand local revenue through program expansion and added services
- Deepen and refine all aspects of internal and external communications
- Evaluate and improve the web presence with the goal of creating a strong brand
- Use external presence and relationships to garner new opportunities
- Complete a strategic business planning process for program expansion
- Expand partnerships with sponsors as well as school, business, governmental, political and community leaders
- Communicate program results with recommendations for improvement

APPLICATION PROCESS

TIMELINE

APPLICATION DEADLINE: Monday, August 12, 2019

ANTICIPATED APPOINTMENT: Monday, August 19, 2019

ANTICIPATED START DATE: Monday, August 26, 2019

PROCEDURES

Candidates must submit the following by Monday, August 12, 2019:

- Completed application (available at www.nysleadershipgroup.com)
- Cover letter
- Resume

MATERIALS SHOULD BE SENT TO:

Robert W. Christmann, Executive Director
New York State Leadership Group
SUNY Buffalo State
306 Bacon Hall
1300 Elmwood Avenue
Buffalo, New York 14222
chrstrw@buffalostate.edu
716-777-0451



NFIEC Board of Directors & Committee Members 2019

Deborah Pease, President

Joseph Steinmetz, Treasurer, O/N BOCES

Colleen Christmann, Secretary, West Seneca School District

Robert Christmann, NYS Leadership Group, LLC

Mary Busse, West Seneca Schools & Erie 1 BOCES, Board of Education

Susan Toomey, former NFIEC Executive Director

Dr. Kurt Stahura, Dean - Niagara University, College of Hospitality & Tourism

Laurie Mahoney, President - Junior Achievement of WNY

Anthony Casinelli, E.I. DuPont de Nemours (retired)

Theresa Kazmierczak, M&T Bank (retired)

Thomas Herrmann, Niagara Frontier Automobile Dealers Association

Stephanie Pennington, JD - LeChase Construction

Anglea Lavis, JP Morgan Chase

Andrea Blaise Oherein, E.I. DuPont de Nemours

Karen Sharp-Price, Sharp Human Resources Consulting

Joseph Bellonte, Niagara Falls City School District

Lisa Earle, Erie 1 BOCES

History & Background

In 1976, Buffalo Area Chamber of Commerce representatives (now Buffalo-Niagara Partnership) and local educators joined with Erie 1 BOCES to establish the Niagara Frontier Industry Education Council, Inc. (NFIEC). NFIEC's mission, as a non-profit organization, is to be a convener in building relationships between industry and education to benefit students, educators, members and the local workforce. For over forty years, NFIEC has been bringing business-industry executives, educators, labor representatives, parents, and students together to develop strategies, which will help build the skills young people need to become successful in the workplace and in college after high school.

FINANCIAL DATA

NFIEC has an annual revenue base of \$100,000 as a non-profit organization. Specific sources include income from BEEP services, business and school memberships, special events and sponsorships. There is a healthy organizational balance of \$60,000.

CONTRACT & SALARY INFORMATION

The NFIEC Board of Directors plans to offer a contract for the full time position of Executive Director with a salary of \$50,000. A performance based incentive package for 2019-2020 will be provided to the successful candidate. The employment decision will be based on qualifications, experience and a previous record of success related to the Board's goals.

Prior experience includes teaching and/or administrative experience in an educational setting and/or experience in the private sector including work in a non-profit organization.