JOB DESCRIPTION
CEO – Disability Management Employer Coalition (DMEC)

OVERVIEW
Provide strategic executive level leadership and oversee all activities of association.

STRATEGIC
• Develop and implement a long-term strategic plan for DMEC including growth projections
• Prepare and execute a Vision Statement for personal goals and legacy projects for DMEC
• Execute strategy and annual goals
• Explore opportunities for potential acquisition, merger or buyout.
• Thought leadership when representing DMEC

STAFFING
• Develop senior leadership team to carry out policies and decisions
• Interview, hire, discipline and terminate employees, when necessary as recommended by Senior Staff
• Approve performance reviews, bonuses and wage adjustments for staff

SPONSORSHIP
• Recruit new national sponsors to provide expanded funding for association
• Maintain good working relationships with existing sponsors, EAB and EAC members including regular interaction and proactive response to changes in conditions
• Prepare annual national sponsor reports and present to sponsors
• Prepare annual report of the organization

Board ADMINISTRATION
• Apprise Board Chairman of significant matters affecting association
• Prepare annual calendar for committees and board, schedule meetings, prepare agenda with board chair or committee heads and review minutes of Board of Directors meetings
• Prepare agenda and documents for Board of Directors meetings
• Review and negotiate contracts on behalf of association for favorable pricing and terms
• Act as 401K plan fiduciary
• Respond to governmental inquiries and ensure association is legally compliant
• Plan for and approve major capital expenditures
• Oversee strategic planning process and implement and execute plan with staff
• Interpret employee handbook and organization policies when specific questions arise

MEMBERSHIP AND PUBLIC RELATIONS
• Act as chief spokesperson for association before news media and trade press
• Provide thought leadership with media and press, participate in interviews
• Develop rapport with executives at affiliate organizations and governmental agencies
• Attend Industry conferences (IBI, NBCH, NBGH, ASAE, SHRM, etc.) as a speaker and face of the organization
• Host Compliance and Annual Conferences
• Review association communication
• Ensure members receive exemplary customer service from entire staff
• Write CEO message for @Work magazine issues and review final draft
• Develop thought leadership for “Trends” article annually
• Curate content for podcasts, perform podcasts
• Read industry publications to stay current on absence management subjects
• Plan and attend meetings of EAB and EAC
• Oversight of final conference and major meeting programming, participate in all conference session planning
  Grow membership at a sustainable rate

FINANCIAL
• Review and revise monthly financial statements and submit to Board of Directors for approval
• Monitor bank account balances and transfer funds among accounts as necessary
• Seek out and/or develop new revenue sources
• Oversees investments and reports to Finance Committee
• Review and approve biweekly payroll processes
• Coordinate financial operations with accountant
• Oversee year-end CPA financial audit and/or review and preparation and filing of non-profit tax returns
• Prepare and submit annual operating budget for approval by Board of Directors by Dec 1st unless there are extenuating circumstances.
• Insures that all funds, physical assets, and other property of the Association and its subsidiaries are appropriately safeguarded and administered, and is responsible for financial management, including planning, purchases, receipts, disbursements, reports and analyses.
• Develop, manage and execute budget
• Oversees all insurance programs of the association (health and welfare, GL, PL, WC etc.); renewal and marketing
• Ensures all regulatory requirements are met for the Association (State filings, employee benefit programs, etc)

QUALIFICATIONS
• Education and Experience: Bachelor’s Degree and 10+ years of experience absence and disability management at a senior management level with budget and forecasting experience
• Association or NPO experienced preferred
• Understanding of financial markets
• Skills and Knowledge: Must have excellent organizational, customer service, human relations, and interpersonal skills. Must possess excellent verbal and written communication skills. Must be process and detail oriented with extensive negotiation skills. Must be articulate and diplomatic as a goodwill ambassador of DMEC in all dealings with members, sponsors, volunteers, brokers, consultants and the general public. Proficient in use of Microsoft Office, Adobe Acrobat, Internet browsers, webinar platforms, Learning Management Systems and Association Management System software applications.
• Travel Requirements: The bulk of the work is normally performed in the individual’s home office in a virtual work environment. However, travel is required for sponsor meetings, annual staff meetings, conference events, prospective member meetings and for other purposes involving cross country travel and overnight stays away from home