

Association Management Center has been retained by **American Foundry Society (AFS)** to perform the AFS CEO Executive Search. The person hired in this role will be employed by AFS.

The CEO of AFS reports to the board of directors and is responsible for the organization's consistent achievement of its mission and financial objectives. Specific responsibilities are provided below.

### **Strategic Direction and Leadership**

- Achieve short and long-term objectives as set by the board and identified as priorities within the strategic plan.
- Work with the Finance Committee and the Board to develop strategies to ensure adequate funding is planned and implemented to meet the long-term goals of the organization.
- Provide leadership in developing program, organizational efficiencies, and financial plans with the board and staff and execute these programs, plans and policies authorized by the board.
- Evaluate and act upon sound information and performance metrics to evaluate the effectiveness of the business plan and objectives and revise these metrics, as necessary.
- Promote active and broad participation by volunteers in all areas of the organization's work.
- Ensure there is a measurable system linking strategic and operational planning along with the organization's budget process.
- Maintain a working knowledge of significant developments and trends in the field.
- Ensure leadership engagement to achieve proper governance of the organization.
- Ensure compliance with the AFS By-Laws and all relevant governance documents.

### **Fiscal Management**

- Develop and maintain sound financial practices.
- Work with the staff, the Finance Committee, and the board to prepare a budget, and ensure the organization operates within budget guidelines, seeking to outperform the annual Board-approved budget.
- Utilize qualitative and quantitative data to identify appropriate revenue-generating means.
- Conduct official correspondence and execute legal documents for the society.
- Maintain official records and documents, and ensure compliance with federal, state, and local regulations.

### **Communications**

- Serve as a visible leader and ambassador for AFS representing efforts that support advocacy, education, and innovation to society members, state and national elected officials, agencies, organizations, and the public.
- Continue to foster the ongoing positive leadership culture through daily communication with people in the industry by phone, email, and social media.
- Ensure that the board is kept fully informed on the condition of the organization and all-important factors influencing it.

- Publicize the activities of the organization, its programs, and goals to members and other stakeholders.
- Establish sound working relationships and cooperative arrangements with community groups, state metalcasting associations, other metalcasting industry associations, and coalition partners.

### **Staff Relations**

- Responsible for the recruitment, employment, and release of all paid staff and contractors.
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
- Ensure that an effective management team, with appropriate provision for succession, is developed or in place.
- Encourage staff and volunteer career development and education. Provide guidance for staff to align their specialized work to the metrics of the organization.
- Maintain a climate that attracts, retains, and motivates a diverse, top-quality staff.
- Ensure that all levels of the staff comply with the organization's code of conduct policy.

### **Education, Skills and Experience**

- Bachelor's degree in business, engineering, or related field.
- Minimum of 10 years of progressive leadership experience, with experience in a manufacturing environment and/or association leadership is preferred.
- Familiarity with manufacturing including business practices and regulatory and policy issues is highly preferred. Experience in dealing with small business concerns and heavy manufacturing are a plus.
- Proven ability and experience managing/working with a volunteer organization.
- Ability to travel approximately 20% annually by all modes of transportation including car, plane, and train.
- Ability to communicate effectively orally and in writing to all audiences.
- Demonstrated success in meeting or exceeding financial targets.
- Experience in leading high-performing work teams.
- Experience in leading trade shows, publishing trade journals, and conducting training programs is preferred.
- Proficiency in Microsoft Office Suite and ability to learn other software applications
- Some prior knowledge or experience with Industry 4.0 and/or Artificial Intelligence initiatives within a trade organization environment is a plus.

### **Compensation**

- \$240K–\$300K annually. Within this range, individual pay is determined by relevant factors, including, but not limited to, job-related skills, experience, market data, work location, and education or training.

### **Benefits**

- AFS offers employees a competitive benefits package including health benefits, 401(k) program, life insurance, short-term and long-term disability insurance, vacation and personal leave days as well as education/training opportunities.

**Location**

- This is a hybrid role based in Schaumburg, IL.
- The ideal candidate needs to be located within commuting distance of the Schaumburg office. Relocation package included if needed.

For further information or to apply, please submit your cover letter and resume to [HR-Shared@connect2amc.com](mailto:HR-Shared@connect2amc.com).

This search is being conducted by Karen Kramer, Vice President of Human Relations, at Association Management Center. The person hired in this role will be employed by AFS.

Association Management Center shall provide equal employment opportunity to all qualified candidates, and will refer candidates without regard to race, color, religion, national origin, sex, age, disability, veteran status or any other legally protected basis.