Position Specification

The American Society of Safety Engineers (ASSE)

Executive Director

2017
POSITION SPECIFICATION

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<th>Position</th>
<th>Executive Director</th>
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<tr>
<td>Association</td>
<td>The American Society of Safety Engineers (ASSE)</td>
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<tr>
<td>Location</td>
<td>Park Ridge, IL</td>
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<td>Reporting Relationship</td>
<td>Reports to the President &amp; the Board of Directors</td>
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<tr>
<td>Website</td>
<td><a href="http://www.asse.org">http://www.asse.org</a></td>
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ASSOCIATION BACKGROUND

Founded in 1911, the American Society of Safety Engineers (“ASSE”) is the premiere global membership organization representing more than 36,000 safety, health and environmental practitioners worldwide. ASSE serves a vital role in advocating on behalf of Occupational Safety and Health (OSH) professionals who participate as members of the organization while also providing robust professional development, training and networking opportunities. ASSE has an annual budget of approximately $18M, staff of 75, and operates a robust network of 152 chapters in the United States and internationally.

ASSE is dedicated to protecting people, property and the environment. To accomplish this agenda, ASSE collaborates with key safety and health agencies and policy makers at the federal and state levels to address the critical issues facing the industry and the association’s members. Further, ASSE offers extensive programming designed to help members grow in their profession, gain access to thought leadership from the world’s industry experts, and learn about emerging trends to improve operational excellence. Members also have the opportunity to engage by participating in practice specialties along with their industry peers. These areas of engagement include academics, construction, consultants, engineering, environmental, ergonomics, fire protection, healthcare, industrial hygiene, international, management, manufacturing, mining, oil & gas, public sector, risk management & insurance, training & communications, transportation, and utilities.

ASSE is administrator of the U.S. Technical Advisory Groups to the International Organization for Standardization on fall protection (ISO TC 94/SC4), risk management (ISO 31000), and health and safety management systems (ISO 45001). Members also gain access to professional development programs like certification preparation workshops, executive programs in safety management, global safety management programs, onsite training, and e-Learning events.

In addition to programming, ASSE operates a foundation which was established by the Board of Directors in 1990. The ASSE Foundation provides programs and opportunities to advance the safety profession and leads the industry on research initiatives that benefit the global community while also providing educational opportunities, leadership development, and financial resources to benefit safety students and professionals.

The Board recently introduced a bold strategic plan which is designed to drive value for members while offering a transformative blueprint for the future of the organization. The plan integrates innovative concepts to better engage members, while establishing the organization as the thought leader of the OSH profession. Specific Initiatives include:
THOUGHT LEADERSHIP:

- Identify and support significant evidence-based research addressing ideas, innovations and solutions impacting the OSH profession.
- Improve the collection, organization, dissemination of the body of knowledge to members of the organization.
- Increase in-depth treatment of essential topics within body of knowledge by publishing technical standards and books.
- Enhance ASSE’s Professional Safety Journal and other peer-reviewed publications to keep members informed of the key issues and the most relevant discourse in the profession.

MEMBERSHIP & COMMUNITY ENGAGEMENT:

- Increase recruitment and retention of members and those seeking to increase professional competency.
- Engage professionals, volunteers and partners in diverse global and vibrant communities to expand visibility and attract new members to the organization.
- Increase mutually beneficial intersociety relationships and partnerships including opportunities for shared membership, programs, services and conferences.

VOICE OF THE PROFESSION:

- Increase ASSE’s influence in the development of regulations, and legislation that affect the practice of the profession or the activities of the Society.
- Increase the recognition and promotion of the achievements of Society members and the OSH profession.
- Engage the business community and other stakeholders to demonstrate the value of the safety profession and safety professionals.
- Increase employers’ and other stakeholders understanding of competencies, capabilities, and the value of safety professionals.

KEY RESPONSIBILITIES

The Executive Director (“ED”) will work collaboratively with the Board of Directors, staff and ASSE stakeholders to build upon the organization’s rich legacy and address the evolving needs of the safety professional community. S/he will provide inspirational, strategic leadership, and effective management of the organization and staff. The ED will ensure that ASSE provides a robust and relevant value proposition and foster a collaborative culture of member engagement, performance, accountability, innovation, communication and service.

Specifically, the ED is responsible for the following:

- **Strategic Direction.** Develops and implements a long-range strategic plan for ASSE in conjunction with the Board, ensuring its continued relevancy. Facilitates and drives the development and successful implementation of the organization's operational plans to ensure goals are achieved.
• **Board Relations.** Builds and maintains strong, collaborative, and transparent relationships with the Board of Directors. Provides all key support to the Board President during his/her term.

• **Staff Leadership.** Leads professional team of approximately 75 staff, who demonstrate a commitment to excellent member service and delivery of high-quality advocacy, programs and events. Attracts, inspires, and retains a strong, motivated staff while developing future leaders for ASSE. Builds a culture of customer service, performance and accountability.

• **Advocacy/Public Policy.** Identifies and prioritizes critical public policy issues and positions impacting health and safety professionals in conjunction with the Board and relevant committees, and staff. Builds key relationships and coalitions with other organizations with similar objectives.

• **External Relationships.** Enhances ASSE’s and the professions image by being active and visible in the safety and business community. Develops strong working relationships with a wide-range of constituencies, in the public and private sectors, to build and support partnerships and coalitions consistent with ASSE’s overall mission. Represents ASSE before members and key leaders in the safety and business community. Positions ASSE as a thought leader before relevant audiences and media to maximize visibility of the profession and ASSE.

• **Membership Development.** Provides leadership to ensure a clear understanding of what members value and effectively delivers relevant offerings, programs and services to meet their expectations. Cultivates strong relationships with ASSE’s regions and community leadership to ensure they are supported in their work. Ensures the organization is positioned to proactively pursue and meet the expectations of next generation members and develop future leaders.

• **Revenue Generation.** Builds upon current revenue sources and identifies new value-added services/products and sources of revenue. Ensures a robust sponsorship program to support the mission of ASSE, while developing innovative programming to drive value for members.

• **Financial and Operational Oversight.** Develops and ensures a balanced budget annually that is aligned to the strategic goals of the organization, ideally with strong reserves to invest in important innovations. Oversees the implementation of critical technology tools designed to optimize the member experience and engagement with ASSE.

**PROFESSIONAL EXPERIENCE AND QUALIFICATIONS**

ASSE is seeking candidates of high integrity with the relevant experience, background and leadership competencies to advance the organization’s mission and implement its strategic plan. S/he must have a minimum of 8 years senior-level professional leadership experience in an organization of comparable or larger size, complexity, and scope. The ED will be a strategic, charismatic, and innovative leader who will build on the organization’s strong legacy, while advancing priority objectives for continued membership growth. ASSE seeks an ED who will implement operational excellence, with experience leading a staff of comparable size. Candidates may emerge from business, associations, or government.
Specific experience and qualifications will include:

- A strong commitment and passion for advancing the mission and interests of the members of ASSE.
- Track record for effectively leading the development and execution of a strategic plan in conjunction with a Board of Directors. Ability to maintain a transparent relationship with the Board with a servant leadership style and operating with the highest level of integrity.
- Strong organizational leadership experience including planning, delegating, program development and task facilitation.
- Outstanding relationship building skills, key to forging and sustaining relationships with members, regional associations, the business community, and other key stakeholders.
- Stellar interpersonal and communications skills, with experience serving as a spokesperson and advocate for an organization.
- An out-of-the-box thinker who can operate as a solutions architect on critical initiatives, creating and identifying new tools and programs to better serve current and future members of ASSE.
- Experience attracting, developing, motivating and retaining strong talent, and building and managing a high-performing team in a results-oriented and fast-paced environment.
- Proven management, business, technology, and financial acumen within an organization of similar or larger scale and complexity.
- Knowledge of fundraising strategies and donor relations.
- A global perspective, key to future global expansion of the organization.

EDUCATION
Master's degree is strongly preferred; Bachelor's degree required.

COMPENSATION
A competitive compensation package will be made available to the qualified candidate.
### KORN FERRY CONTACTS

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<th>Title and Role</th>
<th>Address 1</th>
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<th>Phone 1</th>
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