Managing Director Position Specification

REPORTS TO
BACnet International Board of Directors.

BACKGROUND
BACnet International is a non-profit industry association that facilitates the successful use of the BACnet protocol in building automation and control systems through interoperability testing, educational programs and promotional activities. The Board of BACnet International is seeking an experienced senior executive to provide operational leadership and oversight for the organization. The position specification and candidate requirements are outlined below.

OVERVIEW
The contracted position of Managing Director works within the context of a structure and operating approach that is patterned on the Policy Governance model. As such, the Board is responsible for establishing the ENDS (ultimate objectives of the organization) along with Executive Limitations (implementation boundaries). The Managing Director is responsible for the MEANS (programs, initiatives, resources and associated operating strategies and tactics) by which the ENDs will be achieved. The Board and the Managing Director are jointly responsible for agreeing on the metrics by which progress toward the ENDs will be evaluated on a quarterly basis.

SPECIFIC RESPONSIBILITIES
1. Lead the development and maintenance of a strategic plan for the Association that addresses the ENDs established by the Board of Directors. Ensure relevant stakeholder involvement in the development of the plan and its ongoing maintenance.
2. Actively nurture relationships with affiliated and complementary organizations consistent with the strategic plan and the Executive Limitations. Relevant organizations include but are not limited to, ASHRAE and regional BACnet Interest groups.
3. Provide the Board with quarterly reports containing agreed upon measurements of progress toward ENDs.
4. Produce and provide the Board the quarterly detailed P&L statement.
5. Lead the development of programs and initiatives to implement the strategic plan within the constraints of the Executive Limitations.
6. Advise and inform the Board about key decisions regarding policies, programs and initiatives.
7. Identify and allocate resources including but not limited to an association management company, consultants, contractors, staff and volunteer committees to implement programs and initiatives.

8. Direct the development of systems required to support staff and volunteers in implementing programs and initiatives.

9. Evaluate the continued relevance to the membership of existing programs and services on a regular basis, as well as exploring new services and programs to serve the membership consistent with the ENDS.

10. Prepare and present the proposed annual budget to the Board of Directors 90 days prior to new fiscal year; prepare and make available financial information, as appropriate in bylaws, to all members.

11. Ensure effective financial oversight and expense management consistent with the Executive Limitations.

12. Liaise, as necessary, with legal counsel on appropriate Association business.

13. Explore and implement as appropriate alternate revenue models and funding sources consistent with the Executive Limitations.


15. Serve as a, non-voting, ex officio member of BACnet International Board of Directors.

16. Liaise with key stakeholders in the BACnet community.

EXPERIENCE AND SKILLS REQUIRED

1. Strategic planning and business operations management experience is required. Board member or Board support experience is highly preferred.

2. Budget preparation and financial management experience, including P&L responsibility is required.

3. Knowledge of non-profit or mission-oriented organization governance and management is preferred.

4. Experience in managing global business relationships including some experience in working with Europe and Asia based organizations is required.

5. Volunteer management experience is preferred.

6. Basic understanding of product testing as it relates to standards is required.

7. Marketing and PR experience is preferred.

8. Bachelor degree in relevant discipline is required; MBA is preferred.

9. Basic understanding of building automation and control systems, and the BACnet protocol, is preferred.

10. Demonstrated ability to work collaboratively in a diverse environment.

ABOUT BACNET INTERNATIONAL

BACnet International is a non-profit industry association that facilitates the successful use of the BACnet protocol in building automation and control systems through interoperability testing, educational programs and promotional activities. The BACnet standard is developed by the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) and has been made publicly available so that manufacturers can create interoperable products and systems. BACnet International complements the work of the ASHRAE standards committee and BACnet-related interest
groups around the world. BACnet International members include building owners, consulting engineers and facility managers, as well as companies involved in the design, manufacturing, installation, commissioning and maintenance of control equipment that uses BACnet for communication. More information can be found at www.bacnetinternational.org.

CLOSING DATE
July 12, 2013

TO APPLY
Please send cover letter, resume and supporting credentials to Natalie Nardone, CAE, CMP at natalie@bacnetinternational.org.