

REQUEST FOR RESUMES

The **Community Associations Institute, New Jersey Chapter (“CAI-NJ”)**, is requesting applications for the Chapter Executive Director (“CED”) position.

Applications are due no later than **October 25, 2019** and should be submitted to:

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BACKGROUND

The CAI-NJ chapter is one of 64 Community Associations Institute (“CAI”) chapters in the nation. CAI is a national organization of 40,000-plus members dedicated to fostering vibrant, responsive, competent community associations. Its mission is to help community associations promote harmony, a sense of community, responsible citizenship and effective leadership. More than 50 million Americans live in an estimated 260,000 condominium and homeowner associations, cooperatives and other association-governed communities.

MISSION

CAI-NJ is dedicated to enhancing the quality of community association living, through education, legislative advocacy and professional development.

CAI-NJ is a 501(c)(6) not for profit entity created over 40 years ago. It is one of the largest chapters in the United States, with over 2,300 members. We provide continuous education and resources to help our members stay abreast of the current news, laws and issues affecting community associations in the State of New Jersey.

The Association’s website, www.cainj.org contains a variety of information including:

- Membership
- Events
- Legislative Initiatives
- Governance
- Programs and Services

PROPOSED SCOPE OF WORK

The job description for the CED is as detailed below:

Job Summary

The CED is responsible for implementing the chapter's mission and goals, directing the daily activities and overall administration of chapter operations. The CED must possess highly developed interpersonal communication and negotiation skills and a demonstrated capacity to build and maintain relationships with diverse communities, chapter volunteers and employees, organizations, government, media and other interests. The CED must also be skilled in personnel management and supervision and financial management.

Job Location

The office of CAI-NJ is located at:
500 Harding Road
Freehold, NJ 07728

Travel

The job will require travel to other parts of the country for the duration of 3 to 5 business days a couple times a year to attend the CAI National conference and other such events. All travel expenses for the CED will be paid for by CAI-NJ

Key Relationships

The CED reports and is accountable to the chapter Board of Directors, through the Executive Committee ("EC") and directly to the chapter President.

Qualifications

Education: Preferably have a BA/BS; or equivalent combination of education and relevant professional designation(s), e.g., CAE.

Continuing professional education and active affiliation within related professional association is also encouraged.

Experience

Four to seven years' experience, with at least one year of experience in a management capacity, responsible for supervising, planning and carrying out the administration of an association with an interaction of volunteers, preferably in a not-for-profit and/or nonprofit environment; with business administration training and/or comparable years of experience in a related position.

Skills

The position of CED requires a unique combination of “people skills”, fundraising and membership development, organization and management of chapter staff, contractors and volunteers.

- Demonstrated ability and experience in the development, implementation, analysis and evaluation of strategy, policy and programs
- Knowledge of the function and role of a nonprofit board of directors
- Knowledge of marketing principles including the ability to determine markets and effectively communicate the chapter’s mission
- Well-developed participatory management style
- Resourceful in developing and utilizing a skilled professional staff team
- Flexible in reorganizing priorities created by time constraints and pressing issues, both internally and externally
- Proven ability to lead and motivate a diverse constituency, advancing the chapter’s mission using clear communication and sensitivity to differing viewpoints and culture
- Demonstration of strong conceptual skills, as well as an ability to articulate effectively in written and oral communication

Significant Professional Criteria

The three criteria considered most important for a successful CED are:

(1) well developed problem-solving and analytical skills;

(2) very high character and integrity; and

(3) initiative and creativity.

- Skilled in developing and applying creative alternatives to resolve problems and issues
- Ability to establish a cooperative and collaborative work environment with group of individuals to make the work of the chapter successful
- Must have strong organizational skills to handle multiple overlapping events
- Attention to an extraordinary number and level of details
- Ability and desire to learn about the chapter and needs of its members
- Understanding of, and commitment to, the contribution of volunteers, working with volunteer committees, accepting ideas and maintaining delineation of staff and volunteer roles
- Ability to work under pressure and meet deadlines
- Knowledge of human resources management and the ability to recruit, retain, motivate, coach, reward and develop the human resources of the chapter
- Working knowledge of office technology, including application of computer programs, website development and HTML experience highly desirable

MAJOR DUTIES

The major duties of the CED are as follows:

Administrative

- Manage and maintain chapter office and all contracts, leases, agreements, etc., in accordance with Accounting Procedures and Internal Controls
- Manage chapter staff, payroll, benefits, annual reviews, etc.
- Respond to routine calls and correspondence
- Establish and maintain chapter files and records
- Prepare and submit annual recertification information to national
- Maintain and distribute Board and Committee rosters
- Per Board of Directors (“BOD”) direction, maintain and update as necessary chapter Employee Manual and Policy Manual and all policies contained therein

Financial

- Comply with all items set forth in the Accounting Procedures and Internal controls, as well as the following:
 - Prepare and distribute annual budget in conjunction with board Finance Committee
 - Oversee chapter expenses within approved budget
 - Prepare monthly financial statement for Executive & Finance Committees and monthly financial statement for Board, including Accounts Receivable report
 - Verify monthly membership dues report
 - Provide necessary information for preparation of financial statements and tax returns
 - Provide required information on revenue and expenses annually to auditor

Board Support & Governance

- Assist Nominating Committee with recruitment and annual election
- Maintain chapter bylaws and ensure compliance with bylaws and policies of CAI
- Attend all Board and EX meetings
- Coordinate board meetings date, time and notices
- Prepare and distribute agenda and supporting documents
- Collect and distribute Committee reports prepared by chairs
- Prepare CED report for Board meetings and submit to EC prior to meeting
- Prepare and distribute minutes

Committee Support

- Oversee chapter volunteers
- Communicate and enforce chapter committee / volunteer policies
- Oversee and attend committee meetings
- Assist committee chairs as needed

Programs

- Oversee calendar of events in coordination with all chapter committees
- Oversee staff in relation to:
 - Finalization of agreements for meeting space rental, speakers, menu selection, audio visual requirements and other requirements for chapter programs, for Board execution
 - Attending programs to assist with signing in participants and on-site coordination
 - Maintenance of program budgets and communicate budget restrictions to appropriate committees

Communications

- In addition to board president and officers, serve as spokesperson for chapter
- Supervise public relations and marketing efforts
- Promote and market the chapter, its services and benefits to members and prospective members
- Network with similar organizations

Legislative

- Prepare the Legislative Action Committee (“LAC”) budget in conjunction with LAC Treasurer
- In conjunction with CAI-NJ Board, recruit Board appointed chapter LAC delegates, subject to BOD approval
- Coordinate statewide legislative programs with LAC

Alternative Dispute Resolution Program (“ADR”)

Full execution of the ADR program and mediation training.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required.

CAI-NJ is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, national origin, disability, sexual orientation or protected veteran status, or any other characteristic protected by federal, state or local law.