



EXECUTIVE DIRECTOR POSITION PROFILE – September 2022

This profile provides information about the Executive Director position for INCOSE and is designed to assist individuals in assessing their interest and qualifications for the position.

*The search is being conducted by Tuft & Associates, Inc.
Applications will be accepted until November 15, 2022.*

To learn more about INCOSE, visit www.INCOSE.org

Tuft & Associates Inc
EXECUTIVE SEARCH SPECIALISTS

ABOUT THE ORGANIZATION

The International Council on Systems Engineering ("INCOSE"), a not-for-profit membership organization, founded in 1992 to develop and disseminate the interdisciplinary principles and practices that enable the realization of successful systems. INCOSE connects Systems Engineering professionals with educational, networking, and career-advancement opportunities in the interest of developing the global community of systems engineers and systems approaches to problems. INCOSE also focuses on producing state-of-the art work products that support and enhance the discipline's visibility in the world. INCOSE'S mission is to address complex societal and technical challenges by enabling, promoting, and advancing Systems Engineering and systems approaches.

With over 20,000 members and 65 chapters in 75 countries INCOSE sets the standard for the advancement of systems engineering. With individual, corporate and academic members, INCOSE is organized in 3 major global sectors with half the members based in the United States and the other half spread throughout the world. The membership represents individuals from 130 corporate members and includes industries such as aerospace, transportation and medical systems.

LEADERSHIP OPPORTUNITY

This newly created position is unique in the organization's history. The first Executive Director of INCOSE will be responsible for providing leadership, setting direction and guiding INCOSE's international activities, events, members, and member organizations.

The Executive Director will execute major goals and objectives for the organization under direction of the President, while recommending and implementing policies established by the Board of Directors. The Executive Director will continuously analyze and evaluate the effectiveness of all operations including the funding model, organizational structure, and personnel.

Relationship-building and resource development are key to the position's success. This position, remotely executed, will also be responsible for the relationship with the organization's long-tenured Association Management Firm.

The Executive Director will lead according to INCOSE's Values and Principles:

- Systems Thinking
- Pioneering and Innovation
- Learning and Development
- Respect, Diversity, Collaboration
- Individualism
- Volunteerism

The position requires proactive management, sound fiscal judgment, and a commitment to inclusivity and diversity.

The Executive Director can be located in any worldwide location; will report directly to the Board of Directors through the INCOSE President and will be an independent contractor.

RESPONSIBILITIES

- Provide visionary and exemplary thought leadership; act as a spokesperson and key representative for INCOSE
- Advise and support the Board of Directors in governing the organization; participate fully in all Board and committee activities
- Participate in the development of a strategic plan
- Manage, oversee and participate in relevant events and outreach including INCOSE's Annual International Symposium
- Provide quarterly reports and data, analysis and recommendations to assist in governance and strategic thinking
- Establish and attend regular weekly meetings with the Executive Leadership Team and Sector Directors
- Develop and maintain relationships with all stakeholders including other professional organizations; ensure INCOSE offerings are competitive with other like membership organizations
- Determine and execute the most effective personnel model to carry out INCOSE's mission, balancing volunteer, paid consultant, and staff roles
- Collaborate with the existing Association Management Firm to ensure smooth administration and delivery of services
- Lead the development of the Annual Operational Plan and Budget and oversee its implementation in collaboration with the Treasurer
- Establish and maintain a training program to maximize effectiveness of volunteer leadership
- Establish a culture that supports innovation, continuous improvement, career-long learning and professional development within a safe, welcoming, and diverse workplace

ATTRIBUTES

The new leader must demonstrate a firm commitment to - and passion for - the INCOSE mission and should possess a variety of attributes, including:

- Positive, visionary and forward-thinking leader who motivates volunteers, board, staff, vendors, partners and all stakeholders
- Strong outward-facing communication and relationship-building skills
- Inclusive and collaborative; values equity and access; good listener
- Knowhow in building trust with existing stakeholders
- Social and emotional intelligence

- A consensus builder among diverse constituencies, knows how to further common goals and objectives
- Knowledge in approaching situations through a systems engineering lens
- Unwavering integrity and sound judgment
- Culturally aware, inclusive, able to seek and integrate diverse viewpoints
- Flexibility; able to work with individuals located in time zones worldwide

SKILLS & QUALIFICATIONS

- A graduate or advanced degree strongly preferred with knowledge of Systems Engineering preferred
- Minimum seven years executive or senior-level experience in a relevant nonprofit organization(s)
- Strategic business acumen with a demonstrated track record in operations, finance, budgeting, and fundraising
- Ability to listen and inspire others through written and verbal communications
- Experience working internationally
- Self-driven; ability to work as an independent contractor
- Demonstrated success in integrating diverse viewpoints
- Experience managing and reporting to a Board of Directors

APPLICATION PROCESS

Salary offered for this position is commensurate with experience and the INCOSE budget.

The search is being conducted by Tuft & Associates.

Applicants should submit a cover letter and resume to:

Tuft & Associates, c/o cbabjak@tuftassoc.com

Applications will be accepted until November 15, 2022

Nominations or referrals may be directed to:

*Gail Luxenberg, Associate, Tuft & Associates | gluxenberg@tuftassoc.com
www.tuftassoc.com*

