



## **JOB DESCRIPTION**

### **President and CEO, Arizona Forward Association**

#### **Arizona Forward Mission**

Arizona Forward brings business and civic leaders together to promote cooperative efforts to improve the environmental sustainability and economic vitality of our state and local regions.

#### **Arizona Forward Value Proposition**

Arizona Forward mobilizes the state's business leaders and policymakers to leverage their collective power to influence how we best grow our communities, stimulate our economy and enhance our environment.

#### **Position Description**

The President and Chief Executive Officer (hereafter termed "President") manages all administrative and operational aspects of Arizona Forward (AZF). Foremost, the President is responsible for growing the AZF membership base, including the identification and recruitment of Visionary, Trailblazer and Innovator members, and for directing staff on fundraising and management efforts for all programs and events. The President is the primary spokesperson and external face of AZF as it pertains to identifying sustainability-driven issues and programs for organization involvement, with an orientation towards facilitating dialogue on important sustainability issues impacting Arizona. The President is responsible for recruitment and development of staff through a productive and collaborative work environment. In conjunction with and as approved by the Board of Directors, the President executes work in alignment with existing AZF policies and recommends and participates in the formulation of new policies. He or she also oversees the annual organizational budget and works with the Arizona Community Foundation on managing AZF's Fund for a Sustainable Future. The President also prepares for and attends all board, committee and task force meetings.

#### **Qualifications**

The successful candidate should have previously held leadership positions in a consulting firm or non-profit organizations, with duties that included fundraising, membership recruitment, policymaker outreach, spokesperson, staff development and management, and budget management and analysis. Experience in working collaboratively with a board of directors and multiple volunteer leaders is preferred.

Arizona Forward desires candidates to have a management style that is collaborative, excellent organizational and verbal communications skills, the ability to serve as spokesperson for the organization and a willingness to travel throughout Arizona representing AZF (typically day trips). Preference will be given to candidates who have demonstrated knowledge of issues facing Arizona, experience working on environmental/sustainability issues and a history of building relationships in the communities in which AZF operates. 15 years of professional experience is desired in increasingly responsible roles. A bachelor's degree in relevant study areas is paramount.

Additional background on AZF can be found at [arizonaforward.org](http://arizonaforward.org).

#### **To Apply**

Send resume and cover letter, and any additional support materials to the Executive Search Committee at [AZFsearchcommittee@fingerpaintmarketing.com](mailto:AZFsearchcommittee@fingerpaintmarketing.com) by August 31, 2017. Please, no phone calls.