



EMPLOYERS ASSOCIATION OF NEW JERSEY

Helping employers in a complex and changing world with training, advice and access to benefits' plans

EXECUTIVE DIRECTOR/PRESIDENT IDEAL CANDIDATE PROFILE

Employers Association of New Jersey (EANJ) is a non-profit business league formed under IRS code 501(c)6 dedicated to helping employers make sound and responsible employment decisions through education, informed discussion, training, and access to benefits plans. EANJ is actively recruiting an experienced, visionary leader to serve as its next Executive Director/President.

EMPLOYERS ASSOCIATION OF NEW JERSEY (EANJ)

Established in 1916, the EANJ is currently comprised of just over 500 employer members. Employers in any industry or business operating within the State of New Jersey are eligible to become EANJ members. EANJ has a long history of providing superior service to New Jersey employers.

PROGRAMS AND SERVICES

Expert staff respond to HelpLine inquiries, providing assistance and problem-solving on complex HR matters tailored toward individual member needs.

Programs & Training include certificate programs, online classes, premier courses, supervisory and HR compliance training, seminars, webinars, and special events.

Resources & Tools include HR Alerts and HR Insights newsletters, a legal knowledge center and helpline, employee handbook guidance, compensation resources and risk management information.



EANJ also provides **Retirement Planning** and **Wellness Programming**.

Additionally, EANJ has a subsidiary, EANJ, Inc., a charitable organization formed under IRS code 501(c)3, that provides education and information to employers. While the EANJ serves its employer-members only, EANJ, Inc. serves the broader employer community.

THE ROLE OF THE EXECUTIVE DIRECTOR/PRESIDENT

In its 107-year history, EANJ has had only three Executive Directors/CEOs. Each has provided visionary leadership to guide the organization as external economic, legal, and technological forces influenced and shaped the workplace and employers' needs evolved. Today, as EANJ seeks to continue its mission at this post-pandemic inflection point, the association is searching for its next Executive Director/President who will provide visionary leadership to guide the EANJ with strategies that will continue to serve its members and the broader employer community.

The Executive Director/President of EANJ has overall strategic and operational responsibility for leading and managing the organization. Working closely with members, staff, board members, and other stakeholders, the Executive Director/President ensures that EANJ is delivering value to its members and is fulfilling its mission. The Executive Director/President has executive charge of the staff and affairs of the association and is responsible for keeping full and accurate records, as well as performing other duties as may be assigned by the board or executive committee. The Executive Director/President also serves as Executive Director of EANJ, Inc, the association's 501(c)3 subsidiary.

KEY RESPONSIBILITIES:

The Executive Director/President will:

- Develop and implement, in consultation with the board, strategic priorities to drive membership growth and advance the association's mission.
- Develop a proposed annual budget for presentation and approval of the board. Upon approval of the budget, the president will be responsible for its implementation.
- Manage the association's budget, finances, and operations, ensuring they are aligned with the organization's strategic goals. Ensure the administration and management of organizational assets at the highest levels of integrity and legal and ethical standards.
- Develop and implement a comprehensive marketing plan to drive new member and revenue growth.
- Manage the organization's staff, ensuring they are motivated, productive, committed to the association's mission, and engaged in furthering their own professional development. Continuously evaluate the organization's need for top talent at all levels and determine proper staffing to meet member needs.
- Evaluate organizational and staff performance. Set staff wages and benefits and make employment-related decisions.
- As the primary spokesperson and public face of the organization, the president will effectively promote the association, advocating for the mission and work of the



association and build relationships with constituent and stakeholder groups critical to the success of the organization.

- Participate in the activities of professional associations and institutions throughout the state, maintaining a high visibility and respect for the Association as a professional organization.
- Identify opportunities for collaboration, partnerships, mergers, and sponsorships to grow and expand upon association services. Continuously evaluate organizational partnerships and business opportunities, both public and private, and recommend actions to the board.
- Report to the board at its regular meetings and at other times on association activities.
- As a learning organization, promote an environment of continuous improvement and innovation. Stay current on industry trends, best practices, and emerging issues that may affect the employer community.
- Ensure the delivery of high-quality services and programs, while continuously improving upon and expanding the association's services to meet the needs of existing and prospective member organizations. This will include a thorough review of the association's current information management systems and a review of how emerging technologies may be incorporated to provide improved services to members.
- Retain and manage, as appropriate, outside consultants to assist with special needs, and projects deemed necessary to promote the objectives of the Association.
- Evaluate the organizational structure of the Association, including but not limited to, its relationship with its non-profit subsidiary, EANJ, Inc, consistent with their nonprofit status, and recommend restructuring, mergers or other arrangements, as warranted.

The Executive Director/President serves at the discretion of the EANJ Board of Directors. The responsibilities are defined in terms of broad policies within the framework of the by-laws and Charter of the Corporation. The Executive Director/President position is classified as exempt.

IDEAL CANDIDATE QUALIFICATIONS AND COMPETENCIES

The Executive Director/President role at EANJ requires at least an undergraduate degree in business, human resources or an alternative discipline that provides the knowledge and skills necessary to be successful in the role, such as a juris doctor degree. The degree must be issued by an accredited college, as recognized by the State of New Jersey. In addition, a minimum of 5 years of senior leadership experience working in a trade or professional employer association serving businesses is preferred.

The ideal candidate (IC) will possess exceptional leadership skills and be a visionary concerning the business development of trade or professional employer associations. The IC will have considerable knowledge of New Jersey and federal employment law, as well as HR operations. As the face of the association, the Executive Director/President will need to have great presentation skills and an excellent executive presence.

In addition to these qualifications, the EANJ is interested in candidates with the following:

Personal characteristics

- Visionary
- Integrity
- Conscientious
- Self-confident
- Open and engaging
- Willing to take risks
- Creative/imaginative/values change
- Sociability/outgoing, high energy, friendly, approachable
- Interpersonal sensitivity/empathetic, team player
- Growth mindset/learner
- Strategic thinker
- High ambition/accepts difficult challenges
- Handles pressure well

People skills

- Emotional intelligence
- Motivator
- Facilitator
- Mentor/teacher
- Collaborator
- Servant leader
- Good listener
- Leads by example
- Change leader

Task knowledge/skills

- Business development
- Entrepreneurial
- Strategic planning
- Marketing
- Grantsmanship
- Customer service
- Knowledgeable regarding New Jersey and federal employment law
- HR operations
- Financial acumen/commerce skill
- IT knowledge

COMPENSATION

EANJ is prepared to offer a competitive salary and benefit package to the candidate selected to be its new Executive Director/President. The role is eligible for a bonus at the discretion of the board of directors. In addition, this position offers an opportunity to join a dedicated team of professionals that is committed to supporting New Jersey's business community.

CONTACT INFORMATION FOR INTERESTED CANDIDATES AND NOMINATIONS

If you would like to express your interest in this position, please send a cover letter and resume to Terrence F. Cahill, President, DCM Institute for Nonprofit Board and Executive Leadership at terrence.cahill@dcm-associates.com or Jay Weisman, Managing Director, at jay.weisman@dcm-associates.com.



*Executive Leadership Search
Institute for Nonprofit Board
& Executive Leadership*

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