



American Conference of Governmental Industrial Hygienists

Position Profile: Executive Director

Reports to: ACGIH Board of Directors

Location: Cincinnati, Ohio

The Opportunity

The American Conference of Governmental Industrial Hygienists (ACGIH) is a globally active and highly respected, (501 (c)(3) non-profit. It is a scientific organization with members working to advance occupational and environmental health. Currently, the organization serves just over 2,300 members. Workplace health and safety is the sole focus via a variety of services provided.

The organization seeks to fill the role of Executive Director, a full-time position that serves as the Chief Staff Officer of ACGIH. The organization is at a time of positive transformation, and a tremendous opportunity exists for a strategic visionary to drive ACGIH growth. As the organization and the profession it serves continue to evolve, the person fulfilling this role can be an invaluable agent of change for the association.

The Executive Director is responsible to the ACGIH Board of Directors. This role would directly and indirectly manage a full-time team of nine staff, likely more with expected growth.

More About ACGIH

Mission Statement: *The advancement of occupational and environmental health.*

Purpose: *To accomplish the mission, the organization provides educational programs and scientific/technical knowledge regarding occupational and environmental health to the public.*

In short, the organization serves a vital role to provide technical and scientific publications, continuing education courses, professional development programs, symposia, webinars and conferences to keep workplaces safe for employees. To achieve this, dedicated scientists and ACGIH members work through committees to develop guidelines and recommendations for safe work practices and environments. Most visible and important are services and publications produced by ACGIH committees for Threshold Limit Values for Chemical Substances (TLV-CS) and for Physical Agents (TLV-PA), Biological Exposure Indices (BEI), and Industrial Ventilation, all which provide guidelines to evaluate worker exposure and provide protection from potential exposure in a variety of workplaces.



Audience served: For over 80 years, ACGIH has been respected for its dedication to the industrial hygiene and occupational and environmental health and safety communities, which has led to a membership that is distinctive and diverse and represented by workplaces of all types: serving individuals in government, academia, labor and private industry settings. The organization has evolved and expanded services without losing sight of its original goal – to protect the health and welfare of employees.

About the Position

The Executive Director shall be the Chief Staff Officer and Secretary of ACGIH[®] and an ex-officio member without vote of the Board of Directors. The Executive Director shall carry out the policies of the Board, shall cause to be kept all records of ACGIH[®], and shall perform other duties as may be assigned by the Board. The position is responsible for the overall operations of ACGIH in order to meet organizational objectives for services and deliverables while maintaining its fiscal vitality.

Key Job Functions

Leadership and Management

- Serve as the driving force to ensure excellence, and where applicable, strategic growth, in all five primary deliverable areas – Publications, Education, Meetings/Events, Member Services, and Fundraising.
- Effectively and efficiently hire, manage, and motivate direct report staff, and assist in the same for indirect reports; provide oversight to human resource functionality. Ensure a strong culture of accountability, transparency, and communication while maintaining open and honest staff relationships and an environment of work-life balance and staff motivation and appreciation. Provide for staff professional development and growth, as well as monitoring and recommending competitive benefits and compensation increases.
- By working with the Board of Directors, staff, and committees, continuously evaluate and deliver valuable organization growth and, as determined, new services per the strategic plan.
- Coordinate logistics and agendas for Board and Committee meetings; assist the Board Chair and committee leaders in conducting the meetings.



Finance and Governance

- Working with the Finance Manager, ensure financial security for the organization through annual budgeting and monitoring as well as donor revenue projections.
- Develop effective and quantifiable fundraising strategies for the organization that meet revenue goals while providing timely and beneficial stewardship practices that maintain and develop long term relationships.
- Oversee management of contracts for hotels, conference centers, caterers, contracts, and all other event and meeting needs.
- Provide ongoing oversight for effective and efficient vendor selection and retention.
- Ensure compliance with federal and state laws and regulations in all areas of operation, including human resources, organizational governance, and the office facilities.

Membership and Services/Deliverables

- Evaluate existing practices, and where necessary, create processes and tactics for new member acquisition and retention of existing members. Establish membership goals and then work closely with marketing and communication staff to deliver those practices and tactics that best meet member needs and deliver value and positive relationships and outstanding customer service.
- Proactively manage activities related to planning and executing educational conferences, symposia, workshops, webinars, and other events as determined.

Communication and IT

- Provide oversight and guidance to marketing and communications staff to ensure effective dissemination of marketing information through all media. Work toward established goals for all print and online documents and messaging, including the website. This includes the creation and production of the annual report.
- Provide guidance and quality assurance for the development, production, and publication of all organization documents and related electronic media.
- Provide support for Information Technology Manager.



Competencies

Competitive applicants possess the following attributes and skills:

- Inherent sense of innovative vision and strategy for growth and excellence
- Drive for excellence through action and measurable results; goal focused
- Strong management and interpersonal skills
- Focus on positive and open communication; a strong emotional intelligence
- Extremely well organized and attentive to detail
- Intuitive sense to effectively prioritize multiple responsibilities and delegate appropriately to ensure goals are met
- Highly adept at problem solving
- Trustworthy and honest; guided by unwavering integrity and commitment to ethics
- Open minded and welcoming of feedback for growth and improvement
- Strong sense of team building and collaboration to build staff productivity and morale
- Excellent partnership skills to create and improve relationships with partner organizations and associations
- Proven ability to lead organizational and operational change
- Proven written and verbal communication skills
- Confident ability to serve as face and voice of the organization
- Willingness to travel
- Experience with managing change, with a focus on investigating funding opportunities to diversify and strengthen the organization's fiscal strength.

Qualifications and Experience

The following qualifications reflect a strong candidate:

- Bachelor's degree; Master's Degree or post-graduate degree is preferred
- Certified Association Executive is preferred
- Fundraising experience is preferred
- Experience with financial management including budget development and monitoring
- Ability to work flexible hours, including evenings and weekends as needed
- Proficient with Microsoft suite of software products
- General understanding of overall IT systems; software, web-based and hardware



Cincinnati

The Cincinnati region (CincinnatiUSA) is a vibrant destination known for its major league sports and world-class arts and culture, and in the words of a *New York Times* press writer in July 2009, “an artsy swagger.” Located on the scenic Ohio River with its rolling hills and lush valleys, the CincinnatiUSA region offers visitors a tapestry of neighborhoods and experiences that provide an “urban heartland” backdrop for all special events. Cincinnati’s rich German heritage is reflected in its architecture and the spirit of its people.



Founded in 1869, Cincinnati is the home of the first professional baseball team, the Cincinnati Reds, who boast three World Series titles (1975, 1976, and 1990), playing at the picturesque riverfront-themed, Great American Ballpark. The Cincinnati Bengals represent Cincinnati in the National Football League and play their home games at the state-of-the-art facility, Paul Brown Stadium, named after the team founder. College athletics in Cincinnati rival the professional teams with Xavier University and University of Cincinnati leading the way. Cincinnati also hosts a number of professional sporting events from the AVP Volleyball Tour, Duramed Championship women’s professional golf, NASCAR at the Kentucky Speedway, and the Western & Southern Master’s and Women’s Open tennis tournaments.



Family-fun experiences abound with venues featuring world-class roller coasters, exotic animals, and water-themed attractions. Kings Island is internationally known for its fast and tall roller coasters and live entertainment. The Cincinnati Zoo, nicknamed the “World’s Sexiest Zoo,” is renowned for its reproductive program. The Newport Aquarium, on the northern Kentucky waterfront, is recognized as one of the top aquariums in the country. The Beach Water Park, Coney Island and Coco Key Water Resort offer outdoor and indoor wet fun for the family throughout the travel seasons.

CincinnatiUSA’s arts and culture scene rivals that of New York, Chicago, and Los Angeles. It is anchored by the Cincinnati Art Museum, Cincinnati Symphony Orchestra and Playhouse in the Park. Other notables include: Cincinnati Ballet, Cincinnati Opera, Contemporary Arts Center, May Festival, Taft Museum of Art, and the National Underground Railroad Museum. Visitors will also want to explore the art galleries in Mt. Adams, O’Byronville, and Over-the-Rhine. A newly energized Fountain Square, in the heart of downtown Cincinnati, is a





gathering place for residents and visitors to shop, dine, and play all year long.

CincinnatiUSA includes the southwestern corner of Ohio, Northern Kentucky, and southeastern Indiana. It is home to nine Fortune 500 companies and two Fortune 100 companies, and hosts the headquarters of a diverse group of national and international companies including The Kroger Company and Procter & Gamble.

Courtesy of [The Cincinnati USA Regional Tourism Network](#). For more information, visit: <http://cincinnatiusa.com/>

To Apply

Benefactor Group is honored to facilitate the search process for ACGIH. To apply, please send cover letter and resume to: HR@benefactorgroup.com

For inquiries, please contact Ron Guisinger, ron@benefactorgroup.com or Catherine Fynes, cathy@benefactorgroup.com

Candidates are urged to visit the ACGIH website at www.acgih.org

ACGIH is an equal opportunity employer.