

## ***Sample Search Profile with seven Key Search Criteria Highlighted.***

*Stuart & Associates*

### ***Opportunity to Lead an Important DC-based Trade Association as the Successor to the Retiring President, working directly with major Operators and Manufacturers***

Established in 1930, the CAPITOL HILL REG GROUP (CHRG) is a trade association representing the Capitol Hill Regulatory Initiatives across North America. The CAPITOL HILL REG GROUP is a leading voice of the regulatory guidance industry and is dedicated to supporting the success of industry through its advocacy and public policy engagement ([www.CapitolHillRegGroup.org](http://www.CapitolHillRegGroup.org)). As a result of a planned retirement of the current President, Stuart & Associates has been retained to recruit the next President who will have an opportunity to work directly with many influential members in the industry to drive opportunities and policy.

**The Organization:** Fully leveraging member company resources, the CAPITOL HILL REG GROUP is an independent trade association with a staff of 35 and roughly a \$10.5Million budget. The 300 member companies (250 located in the U S and 50 in Canada) represent some of the largest processors in industry. Members manufacture and supply over 50 Billion pounds of product and are the suppliers of a large majority of ingredients used by food manufacturers.

**The Position and its Responsibilities:** The President of CAPITOL HILL REG GROUP is the chief executive and administrative officer of the trade association and is selected by and is responsible to the member companies of CAPITOL HILL REG GROUP. The principal function of the President is to provide operational oversight of the association and represent it in all matters pertinent to the welfare of its members. The President guides and executes CAPITOL HILL REG GROUP's regulatory, legislature, and public affairs; and initiatives to help enable its members to operate in a fair, efficient and productive manner. The President will work collaboratively with senior representatives of member companies and Board members to get ahead of issues that impact the industry; to stay abreast of issues; and to develop options for influencing industry change. This will be accomplished by providing the following oversight and engagement:

#### **Advocacy**

- Partners with the Board of Directors to create a strategic vision and determine high priority issues and projects that support the advocacy mission of CAPITOL HILL REG GROUP.
- Coordinates and executes the association's activities regarding its advocacy priorities by liaising with government policy makers and regulators, allied associations, the scientific community, and trade press.
- Advances CAPITOL HILL REG GROUP interests by developing effective responses to regulatory initiatives and working to insure the establishment of efficacious and practical regulatory policies.
- Ensures effective engagement with policymakers by monitoring regulatory initiatives and proposals; and other activities, trends and issues that may impact the industry; and, in consultation with the Board of Directors and pertinent CAPITOL HILL REG GROUP committees, develops effective responses in support of CAPITOL HILL REG GROUP member interests.
- Partners with the Board of Directors and appropriate CAPITOL HILL REG GROUP committees to establish position and policy statements and leads and coordinates the development of public comments in response to proposed regulations and policies that concern and impact CAPITOL HILL REG GROUP members.
- Monitors the activities of the U.S. Congress and relevant agencies and advises the Board of Directors concerning legislative activities that may impact CAPITOL HILL REG GROUP members. S/he engages in the legislative process, when needed, primarily through collaboration with aligned associations and stakeholder coalitions.
- Manages external communications with policymakers and the public in support of the growth and viability of the industry.

**Financial and Administrative**

- Manages CAPITOL HILL REG GROUP's fiscal affairs, including the preparation of annual budgets, practicing fiscal responsibility, directing the investment of reserves, overseeing payment of CAPITOL HILL REG GROUP obligations, monitoring expenses and coordinating with CAPITOL HILL REG GROUP's Advisory Committee to insure fiscal responsibility.
- Directs the administrative duties associated with the overall management and effective operation of the trade association, including planning and conducting meetings and conference calls for the Board of Directors and CAPITOL HILL REG GROUP committees; advising CAPITOL HILL REG GROUP standing committees and coordinating their activities; insuring timely reporting to Board and CAPITOL HILL REG GROUP committees internally and externally to appropriate government agencies; guiding and overseeing the activities of the CAPITOL HILL REG GROUP administrative staffs; and hiring and firing staff as needed.
- Coordinates with the CAPITOL HILL REG GROUP Board of Directors to establish membership objectives and executes recruitment efforts.
- Responds to public inquiries from consumers, the press, industry and academia.
- Fosters working relationships with trade, government and academic societies and organizations (e.g., National Academies of Science, American Oil Chemists Society, Institute of Food Technologists, Codex Alimentarius Commission,) and seeks engagement and cooperation.
- Coordinates the collection, preparation and, as appropriate, dissemination of CAPITOL HILL REG GROUP data and information including, educational and website materials.

**Other important parameters for this position include:** Position reports to the Board of Directors and is supported by a lean direct team. Located in the Washington DC Metro area, the position is estimated to require up to 30% travel from time to time. CAPITOL HILL REG GROUP enjoys a close collaborating relationship with member company staff teams who get involved and assist with important issues, fully leveraging member resources very effectively.

**Candidate Profile:** Preference will be given to candidates who have demonstrated consensus building skills and experience in Association Management and leadership. Top candidates may have worked in a second in command role with another Association, ready for the top position.

**Experience & Skills**

- 10-15 years demonstrated senior level experience developing and implementing trade association or membership organization strategies and activities.
- Experience coordinating with boards, committees, and other businesses and organizations.
- Demonstrated knowledge of the methods and operations of federal and state governments, and the U.S. Congress; and proven liaison experience with these government entities
- Demonstrated ability to accurately assess government policy and legislative/regulatory proposals; and devise and execute responsive plans of actions, as necessary.
- Experience with developing and/or, at minimum, managing expenditures in conformance with organizational budgets.
- Knowledge of government requirements associated with a 501C 6 organizations
- Familiarity with agriculture and food production with demonstrated knowledge of the technical and regulatory issues associated with operations within these industries is desirable.

**Personal characteristics**

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Global Retained Executive Search – Food & Ag

- Adaptable – learns quickly and adapts to change;
- Relationship builder – listens well, tests for understanding, and supports the needs of the team;
- Resourceful – brings a creative approach that overcomes obstacles and achieves genuine results;
- Liberates potential – develops self and others, promotes teamwork and partnering with members;
- Sound judgment, personal integrity, intelligence, high energy, and flexibility;
- Collaborative and team-oriented with a good balance between drive, humor and humility;
- Excellent communicator who generates confidence for him/herself and the organization, and its stakeholders;
- High energy, resilient, yet easy going personality with an affinity for the industry and an understanding of how to navigate the conservative culture of global member organizations.
- Possess effective written and verbal communications skills.
- Self-disciplined and well-organized.
- Mature leader with a persuasive personality.
- Ability to interpret the significance of emerging issues and develop response strategies in a timely manner.
- Certified Association Executive credentialing a plus

## Education level

Bachelor's degree in business or Food Science related fields. MBA or master's degree in related areas desirable.

**For consideration as a candidate or to suggest a prospective candidate, please contact in confidence:**

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