

# **International Council of Air Shows Foundation**

## **Executive Director**

### **Position Profile**

#### **Position Description**

The Executive Director serves as the chief staff officer responsible for overseeing the execution of the strategic plan, program management, fundraising and administration of the ICAS Foundation. Key responsibilities include working with the Foundation Board to establish strategic direction, managing day-to-day programs and operations, communicating regularly with the air show community and other key constituencies and fundraising to meet the financial requirements of the organization. This executive director reports to the Board of Directors of the ICAS Foundation.

#### **Key Responsibilities**

##### **Governance**

- Works with the ICAS Foundation Board of Directors to develop and regularly update the organization's strategic plan.
- Provides leadership and day-to-day management of the ICAS Foundation in a manner that supports and guides the Foundation mission as defined by the Board of Directors.
- Communicates effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and make informed decisions.

##### **Mission and Strategy**

- Work with the ICAS Foundation Board to ensure that the Foundation's mission is fulfilled through strategic planning, program execution, and fund development.
- Enhance the ICAS Foundation's image and relevance through a broad nationwide constituency by being active in the air show and aviation-related industries.
- In concert with the ICAS Foundation Board, develop, maintain and regularly update a long-range strategic plan that provides clear, long-term value to the air show community.

##### **Financial Performance and Viability**

- Develop, execute and implement a comprehensive funding model that creates fiscal capacity for Foundation growth in the programs and initiatives specified in the strategic plan.
- Serve as primary prospect development officer and solicitor working with companies and individuals to gain financial investments in the ICAS Foundation's mission.
- Develop budgets for Board approval.
- Provide fiscal management to ensure productive and efficient use of resources in achieving Foundation's goals and objectives while maintaining the fiscal health of the organization.

##### **Organization Operations**

- Implement the Foundation's programs that carry out the strategic mission established by the Foundation Board
- Coordinates with staff of International Council of Air Shows to efficiently execute joint ICAS/Foundation programming and operations.
- Provide effective administration of the Foundation's operations.
- Adhere to Foundation by-laws and local, state and federal laws.

## **Professional Experience/Qualifications**

- Self-motivated with demonstrated ability to work independently.
- Outstanding written and verbal communications skills.
- Strong analytical skills.
- Demonstrated fundraising skills and experience.
- Proven ability to adapt and innovate to increase organizational impact and relevance.
- Solid business acumen for budget development, preparation, analysis, decision-making and reporting.
- Working knowledge of the air show industry, non-profit management and fund development/fundraising.
- A bachelor's degree (or higher).

## **Salary/Benefits**

- Salary commensurate with qualifications and experience.
- Strong benefits package including vacation, 401(K) and health insurance

## **To apply**

- Submit cover letter, resume and salary history by mail to Executive Director, ICAS Foundation, 741 Miller Drive, Suite G-1A, Leesburg, Virginia 20175 or via email to [cudahy@airshows.aero](mailto:cudahy@airshows.aero).
- Please do not make contact via telephone with questions related to this position.