



Chief Executive Officer

Client Information

Our client is the most professional, service-driven, commercial floor covering Cooperative in existence today. With over 145 independent contractors doing business in 230 of the top markets across the United States, the mission of the Cooperative is to work closely with the leading floor covering manufacturers. Since 1992, the Cooperative has been able to reduce the cost related to doing business for its members and create a combined annual volume in excess of \$1 billion.

Association members are locally-owned full-service commercial floor contractors located across America. This is a uniquely-led virtual organization, with responsibility for key direct reports in different locations throughout the US. This position will be attractive to candidates who have thrived in entrepreneurial environments. The position can be located in any location (home/office) within the United States and offers a highly competitive compensation, incentive and benefit package.

Primary Responsibilities

- Maximize the revenue of the cooperative
- Member Relations
 - Handle Communications with the Membership
 - Plan and execute all Membership Meetings
 - Bring Membership Issues to the Committees and the Board
- Vendor Relations
 - Handle Communications with Vendor partner top management
 - Maintain a high level of relationship and communications with key vendor partners
 - Solicit new vendors as directed by the Board of Directors
 - Assist members as required with vendor issues
- Outside Consultants
 - Manage relationships with all outside consultants including Advertising, Public Relations, and Technology
 - Negotiate and monitor contracts, projects and day to day activities
- Programs
 - Determine Member Needs
 - Develop and implement programs as required
 - Successfully coordinate all committee activities to ensure the implementation of their goals and objectives.
- Budgeting
 - Operate within approved budgets
 - Work to optimize the cost/value relationship for all budgeted expenses
 - Determine and prepare annual budget requirements and present to the Board for approval

- Board Relations
 - Handle all communications with the Board of Directors; work with the Board to create and execute long and short term strategies for the cooperative. Proactively discuss “big picture” industry issues on a regular basis
 - Plan and execute all Board meetings-live and conference call

Other Position Dimensions

- Create a high performing, customer-focused organization that demands excellence and where openness, teamwork, creativity, innovation and speed are the shared values by which the organization consistently operates
- Develop and implement a strategic planning process to assure that strategic and operational plans are developed. Implement appropriate programs to ensure the long term growth and profitability of the business
- Provide direction that links all functional disciplines into a cohesive, synergistic operation where organization strengths and talents are aligned and focused toward creating a best in class organization
- Instill a “customer first” attitude into the fabric of the mission and goals of the business. Develop and effectively implement new and expanded business strategies to enhance revenues and contain costs. Visionary thinker and prudent risk taker; ability to identify and move quickly to exploit new business opportunities aimed at increasing market presence
- Solid track record of career growth and demonstrated ability to consistently achieve successful results. Responsible for managing and relating equally well to all constituencies. Proven ability to function in environments with limited structure and resources. A high energy level, drive and passion for success. Ability to provide a cohesive vision for continued expansion/growth. Strong strategic and entrepreneurial skills, with the ability to build and grow operations through both traditional and non-traditional initiatives
- Leadership coupled with superior people skills. A proven business builder. Must be able to establish trust levels and effective working relationships at all levels. A global perspective regarding the ability to grow the Cooperative. Professional manner and bearing, a polished communicator, ability to sell an idea orally, to present it succinctly in writing and to listen objectively. Proven integrity
- 20-25 years general management experience (P&L accountability) with prior demonstrated experience and track record of accomplishment in growing an organization. **Experience gained with similar industry associations and/or cooperatives, architectural, interior design and/or furnishing providers, etc. preferred**
- Must be viewed as a “knowledge source”. A diplomat, persuasive style, “soft hands” with exceptional behavioral skills. Apolitical. Self-directed with ability to champion a “get it done” philosophy

Education

- BS/BA. Advanced degree(s) (MBA) preferred