



Executive Search Opportunity:

PRESIDENT

to serve the



The Organization

MCI USA is the United States platform for MCI, the largest global provider of strategic engagement and activation solutions for associations and corporations. MCI is an independently owned company with headquarters in Geneva, Switzerland and a global presence. Our 3,000+ professionals in 60+ cities and 31 countries work with clients across Europe, the Americas, Asia-Pacific, India, the Middle East and Africa. **Find out more at www.mci-group.com.**

The Foundation

The Incentive Research Foundation (IRF), a 501(3)(c) private not-for-profit foundation, funds research studies and develops education serving all segments of the global incentive and recognition industry.

IRF research and education focuses on incentives, recognition, and motivation in the workplace with specific research in to engagement and non-cash awards, including incentive travel. Over its 25 years in existence the IRF has underwritten over 100 projects and committed millions of dollars to research and education on this topic.

These research studies have positioned the Incentive Research Foundation as the global resource for independent, cutting-edge information and analysis of incentive marketing practices and applications. Each year the IRF executes 12-17 studies on industry patterns and trends.

Executive Position Opportunity

MCI USA seeks a President for its client, the Incentive Research Foundation (IRF). This position is open to anywhere in the United States (virtually) with a strong preference in one of our key offices (Chicago or metropolitan-DC) and will require 50% or more of travel.

The IRF President is responsible for managing the day-to-day affairs of IRF and in achieving programmatic and financial goals specified by the IRF Board of Trustees and strategic plan. The President will oversee the strategic and tactical initiatives, operations, governance and operating budget of the IRF's activities and operations. The President will be responsible for effectively communicating IRF's purpose, plan, goals and objectives both internally and to external stakeholders and for being an ambassador to the incentive and reward industry. The President will serve as the liaison between the IRF staff team and leadership and ensure that all activities of IRF are conducted in a manner consistent with IRF mission statements, exempt status, budget, governing documents, and MCI USA's corporate objectives.

The role is broad in scope and is the perfect opportunity for someone who is interested in owning end-to-end operational programs. This individual must have a sustained record of realizing organizational growth, have excellent communication and board relations skills, have at least five years of executive-level managerial experience within the incentives or hospitality space.

The President will report directly to the MCI USA Senior Vice President in Virginia and will collaborate closely with the IRF staff team to successfully deliver managed services.

In addition to possessing strong business and leadership skills, the IRF constituency will expect the President to be an leader who inspires and can come up quickly if not already familiar and knowledgeable of the IRF as well as able to develop a strong standing in the industry and to readily identify opportunities to influence industry direction in support of the IRF's mission.

The position requires occasional evening and weekend work. The job also requires significant travel (domestic and international) to achieve the IRF's objectives.

Key Responsibilities

The President will oversee the following responsibilities and work closely with the IRF staff team to monitor the progress

of key programs and operations activities.

Strategy and Planning

- In collaboration with the Board of Trustees and staff, develops, plans, and implements strategies, objectives, programs, and initiatives that deliver on the IRF's mission, strategic goals, and priorities, specifically the crafting and execution of Vision 2025.
- Regularly reviews Vision 2025 reporting progress in order to ensure that priorities and resources align.
- Enhances IRF's reputation as the go-to organization for research and education on incentives, recognition, and non-cash rewards.

Governance and Leadership

- Oversees operations, organization, communication and administration of Board meetings in conjunction with the Chair of the Board.
- Collaborates with Nominations Committee to oversee the process related to elections, appointments and leadership training.
- Lead a team including supervisory responsibility for a manager.

Communications, Public Relations and Partnerships

- Serves as a key internal and external spokesperson/ambassador for IRF, in conjunction with the Chair, speaking for the IRF to the media and public.
- Oversees efforts to enhance organizational visibility and awareness, including further efforts to develop relationships with relevant partner organizations such as SITE, FICP, MPI and others.
- Responsible for ensuring regular and ongoing communications with leadership and IRF's constituency.
- Willingness to be engaged in periodic evening conference calls, 3 board meetings a year, 2 fundraising events a year (sometime over the weekend) and a willingness to fully commit to being present at other industry events as needed.
- Develops and oversees IRF's constituency engagement models (social media, database, LinkedIn Communities) that respond to the needs of a diverse profession and promote growth in IRF's core constituencies.

Research and Academia

- Works with Chair of Research committee and IRF's Chief Research Advisor to develop and execute 12-17 research projects annually, including IRF's core Signature Studies.
- Works with Chief Academic Officer along with Research Committee and Communications Committee to expand the Academic Network and complete the quarterly journal.
- Works with the Incentive Federation on the development of standards for the industry.

Finance, Sponsorship and Operations

- Works with staff to develop and propose an annual organizational budget for Board of Trustees approval.
- Oversees day-to-day operations and is responsible for establishing and implementing operating and financial objectives, policies, procedures and reporting.
- Responsible for all IRF activities and ensures that they are properly conducted and accounted for to the Board of Trustees.
- Accountable for financial stability, as well as monthly reporting to the Treasurer and regular reporting to the Board.
- Works with Sr. Director of Fundraising and Partnerships to build and enhance sponsorship relationships and opportunities, including sponsorship of IRF's key event: The IRF Education Invitational.
- Collaborates with staff, Board of Trustees, and member volunteers; oversees and manages the development and

execution of policy goals and tactics aligned with the Vision.

- Works with volunteer leaders and staff to ensure the success of all events including the Invitational and the Leadership Insights Forum.

Qualifications and Experience

Requirements

- Bachelor's degree. Graduate degree and/or equivalent credentials or work experience preferred.
- Experience as a chief staff officer for a similar size, travel/incentive organization preferred.
- A minimum of five years of experience in a senior leadership role.
- Proven track record of organizational success in senior management, handling multiple goals, staff management in the incentives, rewards, recognition or hospitality space.

Key Skills and Abilities

- Effective communicator and compelling public speaker.
- Customer service orientation and a desire to learn.
- Strong writing skills.
- Strong financial management and business sustainability skills.
- Strategic thinker who can see the big picture and motivate stakeholders toward a common vision.
- Ability to respect various viewpoints and unite people around a common goal.
- Ability to multi-task; comfortable with use of technology in various settings.

Personal and Professional Qualities

- Keen listener available to volunteer leaders based on varying schedules.
- Strong verbal and written communication skills, with a mastery of various forms of media and technology.
- Content knowledge and grounding in corporation structure, policy and trends.
- Able to connect with people and connect others.
- Flexible servant-leadership style; able to work with internal and external partners.

Measuring Success

The President will be assessed and measured by your ability to develop and execute IRF's Vision 2025 driving event growth, financial growth, product and service diversification and operational efficiency.

The President will be required to submit an "Execution Plan" for review and approval of the Board. Included in this draft will be goals for:

- Retaining and increasing IRF's constituency: End Users, Third Parties, and Suppliers
- Ensuring the Annual Invitational Event continues to be the premier event for IRF and the industry, including increasing the number of attendees and sponsors, and that the event meets financial objectives via sponsorship's, the Live Auction and the Silent Auction.
- Ensuring the IRF engages in sound financial planning and practices including operating the IRF within the

annual budget;

- Increasing public awareness and approval of IRF through public relations efforts, public speaking engagements and marketing activity in the industry; and
- Executing and expanding IRF research and education efforts

MCI USA Executive Search Team

- Amy Lotz, CAE, Senior Vice President/Chief of Staff, amy.lotz@mci-group.com
- Jessica Bonorden, Director, People & Culture, jessica.bonorden@mci-group.com

To Apply

To be considered for this position, use subject line “IRF President” and email (no phone inquiries) your resume, along with cover letter (in PDF format only) and **salary requirements (required for consideration)** to amy.lotz@mci-group.com.

Candidates must be authorized to work in the United States for any employer without sponsorship. MCI USA is an Equal Opportunity Employer.