

# Executive Director

## Arkansas Institute for Performance Excellence

**Primary Responsibilities:** The Executive Director is an Arkansas State Chamber of Commerce employee and reports to the President/CEO. The Executive Director consults and seeks guidance from an independent 501(c)(3) Board of Directors. The position encompasses all program oversight responsibilities including:

- Cultivating program-supporting relationships with applicants, examiners, state agencies, sponsors, partners, and other program supporters. Recruiting applicants from a wide variety of sectors including business, healthcare, education, government, and non-profit.
- Recruiting, retaining, and motivating teams of highly trained and competent volunteer examiners to examine and provide feedback to applicants of the Governor's Quality Award.
- Developing, facilitating, and marketing of workshops and seminars.

### **Knowledge, Skills, & Abilities:**

- Ability to communicate the mission, vision, and values of AIPE to maintain and grow industry sector participation and financial support, and the integrity of the organization.
- Passion for performance excellence and its potential impact on organizations in Arkansas.
- Willingness to learn the Baldrige *Criteria* and ability to develop relevant training in addition to training for the award process.
- Proven organization and administrative skills are required.
- Volunteer management expertise including the ability to identify, attract, recruit and retain a significant number and cross-section of volunteers statewide.
- Demonstrated ability to create and communicate the value of participation with AIPE.
- Motivate volunteers.

### **Worksite, Salary & Benefits:**

- The position is located at the Arkansas State Chamber of Commerce Office in Little Rock.
- Salary commensurate with experience.
- The Arkansas State Chamber of Commerce offers a competitive benefits package.

Resumes can be sent to [Jeanette Sanderlin](#).