



Job Title: Executive Director, North Central Texas Regional Certification Agency
Salary: Competitive – Commensurate with Experience and Qualifications
Location: Arlington, TX
Job Class: Full-time, Exempt

The North Central Texas Regional Certification Agency (NCTRCA) is a local governmental entity in the North Texas area. It is the mission of the NCTRCA to certify business enterprises on behalf of governmental member entities in the region and to build a vendor pool for its member organizations. The NCTRCA certifies Disadvantaged Business Enterprises (DBEs), Minority-owned Business Enterprises (MBEs), Woman-owned Business Enterprises (WBEs), and Small Business Enterprises (SBEs). The NCTRCA strives to ensure that certified businesses benefit from the programs offered by its member entities.

SUMMARY

The NCTRCA is looking for a dynamic, innovative, and forward-thinking Executive Director to lead the NCTRCA. Reporting to the Chairman of the Board of Directors, the Executive Director will oversee the strategy, operations of Agency programs and staff, and provide support to the Board of Directors. The Executive Director will serve as the face of NCTRCA and must be able to enthusiastically promote its mission and values while representing the Agency in local business communities. The ideal candidate will have experience in developing and implementing successful fundraising initiatives and collaborating with community and business leaders to establish a relationship of trust and confidence. The Executive Director will be highly effective in a leadership role that requires clear communication and decisiveness.

The Executive Director will be responsible for implementing Board Policies and Board Strategies while managing the day-to-day Agency activities, improving performance, and developing organizational culture. As a consensus builder, the leader must be highly skilled at building effective and cohesive teams, coaching, mentoring, and increasing employees' business acumen to deliver bottom-line results.

PRIMARY DUTIES

- Collaborate with the Board of Directors to identify, design, and implement strategic plans to meet organizational objectives and fulfill the Agency's mission and policies.
- Under the direction of the Board, create strategic implementation plans to ensure the success of the Agency short-term and long-term goals.
- Communicate effectively with the Board and provide information in a timely and accurate manner to ensure the Board has all the relevant information necessary to function and make informed decisions.
- Organize and attend Board committee and subcommittee meetings, as well as any other meeting requested by the Board.

- Ensure the financial health of the NCTRCA by identifying funding sources necessary to support the Agency's mission.
- Prepare comprehensive budgets and report on revenue and expenditures.
- Execute various contracts on behalf of the Agency with Board approval and consistent with Board policy.
- Identify, develop, and nurture business and community partnerships.
- Represent NCTRCA at various community and business functions.
- Review and approve or deny certification applications on behalf of the Agency, in accordance with NCTRCA's policy, local, state, and federal laws and regulations.
- Maintain and utilize accurate vendor data to optimize business processes in decision-making, maximize value, and leverage the data to improve customer satisfaction, retention, and loyalty.
- Analyze markets prime for growth and devise plans to penetrate growth markets.
- Provide education and training opportunities to internal employees and staff members.
- Establish and implement office procedures and administrative policies to maximize Agency efficiency and provide guidance for daily operations.
- Occasional travel.
- Other duties as assigned by the Board Chair.

REQUIRED MINIMUM QUALIFICATIONS

- Bachelor's degree or higher in business administration or a related field preferred.
- Seven (7) years of professional experience in management that demonstrates a record of accomplishments in implementing policy, strategies, sales, business, client development, and relationship building.
- Experience developing and executing strategies that drive growth.
- Demonstrated ability to successfully engage with a Board of Directors, Executive Leaders, and other team members.
- Strong financial skills, including budget analysis, forecasting, and developing effective plans to maintain and grow the Agency.
- Knowledge of governance and managerial best practices.
- Excellent communication (oral and written) and public speaking skills.
- Strong organizational skills including task management and delegation.
- Exceptional people skills.

PREFERRED QUALIFICATIONS

- Experience working with state or federal government entities or nonprofits.
- Knowledge of federal, state, and local statutes and regulations relating to disadvantaged, minority, woman, and small business programs.
- Familiarity with the minority and disadvantaged business enterprise certification process.
- Microsoft Office Suite, B2GNOW or similar web-based applications experience.



Equal Employment Opportunity Employer

The North Central Texas Regional Certification Agency provides equal employment opportunities to all employees and applicants. The NCTRCA prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

To apply for this position, please submit a resume, three professional references, and a cover letter via email to: HR@NCTRCA.org

Any applicant selected for employment must successfully pass a background check.