

**Request for Proposals
for
Executive Director and Administrative Services**

The Illinois Society of Association Executives (ISAE) is requesting proposals for a full time Executive Director in conjunction with administrative services. Proposals are due no later than 5:00 pm, January 17, 2012. Proposals should be submitted directly to the Chair of the ISAE Search Committee, Kathy Ridley: search@isae.com. Insofar as possible, all submissions will be held in confidence for review only by members of the search committee and board of directors.

Individuals, association management companies, and others are all welcome to submit a proposal.

BACKGROUND

The Illinois Society of Association Executives, often referred to as the “association of associations in Illinois”, is a membership organization comprised of association executives who are employed by state-wide professional, trade and other not-for-profit organizations. The mission of the organization is to advocate for the association community and be the primary professional development resource to association executives.

Membership represents more than 150 associations and 130 industry partner organizations that provide products and services to associations.

To learn more about ISAE, individuals should visit www.isae.com, which contains a variety of information, including:

- Membership brochure, member benefits & list of committees
- Newsletters
- Constitution and Bylaws
- Strategic plan

In addition, the following are available upon request:

- Recent financial report and audit
- Membership statistics
- Current staffing pattern

MEETINGS

Meetings are almost always held in Springfield, as the majority of association executive members are located here.

The ISAE Board meets approximately 4 to 6 times per year. Most meetings are in-person for two hours.

The ISAE committees meet at the call of the chair. Staff usually attends all committee meetings.

ISAE holds approximately 8 to 10 monthly luncheons a year. Staff works with the Education committee to book speakers and local venues (Industry Partners) for the luncheons.

ISAE conducts an annual conference and trade show, typical attendance is approximately 250, ISAE Special Events committee works with staff to plan the conference.

In addition to the above events, ISAE currently holds a Summer Session, one to two education seminars and a legislative event each year. Summer Session is a sponsored event; staff works with sponsor and the Special Events committee to plan this function. The legislative event is cosponsored with the Association Forum of Chicagoland.

PROPOSED SCOPE OF WORK

We are seeking a full-time, dedicated executive director to fulfill the responsibilities below. The individual or company hired for this position will be looked upon to not only fulfill the day to day operations of ISAE but also provide leadership and vision to move the organization into the future:

Financial

- deposit incoming checks and reconcile on-line payments;
- issue checks as needed, forward to the Treasurer or other check signers;
- provide monthly financial reports and records to the Treasurer and quarterly financial reports to the board;
- work with accounting firm to maintain tax records and prepare tax reports as required;
- assist the ISAE treasurer on financial management matters as requested, such as establishing and managing bank accounts, regular balancing of accounts, etc.; and
- draft yearly budgets and oversee with treasurer the investment portfolio.

Board and Committee meetings

- participate in all Board and Committee meetings when necessary;
- coordinate and produce board packet of materials and information, including agendas, minutes, financial statements and committee reports;
- send out e-mail reminder notices;
- prepare meeting minutes and provide timely updates on administrative activities for the board; and
- coordinate strategic planning and implementation focus with Board, members and vendors.

Membership

- maintain membership records;
- send out renewal invoices to members; collect dues and report status to Board;
- coordinate development of annual Membership Directory.

Office

- provide and answer the phone for the organization;
- provide timely response to incoming mail and e-mail, forward them to the correct party as appropriate;
- ensure responsive service to members;
- maintain files and association records; and
- maintain association library, reviewing and purchasing materials relevant to ISAE members.

Communications

- compose and electronically distribute ISAE's quarterly newsletter;
- maintain the Association's website, including posting announcements and documents and removing outdated material;
- act as liaison to ASAE and other state societies of association executives;
- speaks to legislative issues and coordinates action with legislative consultant;
- conduct fundraising and sponsorship efforts on behalf of ISAE;
- coordinate member service programs; and
- provide leadership and promotion of the Certified Association Executive (CAE) program.

Events

- compile information on speakers that have been recruited for ISAE's annual conference and monthly luncheons, assist with mailings to speakers, coordinate promotional activities;
- develop event registration process; and
- programming implementation.

ISAE currently uses MemberClicks for its database management system and all registration activities. The association owns the rights to this cloud-based software system.

PROPOSAL CONTENTS

Please provide a copy of your proposal by e-mail, describing you or your company's ability to perform the work requested. Proposals should include:

Company or Individual Profile

Provide a description of how you or your company is organized to serve its clients. If individual proposal, also provide a curriculum vitae.

Work Plan

Provide a description of how you or your company would provide services in fulfillment of the scope of work.

Staffing Method

Describe how you or your company will structure the assignment of roles and responsibilities for this contract.

Experience/Client references

Describe your individual or your company's experience serving associations similar to ISAE. Provide client references or personal references with contact information.

Cost

Provide an explanation of how you or your company charges for its services, including all costs for providing services detailed in the proposed scope of work.

Describe how you or your company would charge for services requested outside the proposed scope of work.

TIMETABLE

The ISAE Executive Search Committee will review all proposals received by January 31, 2012. Telephone or personal interviews with finalists will be conducted. Selection is expected by July 15, 2012 with services provided beginning in September, 2012.

As an equal opportunity employer, it is our policy to provide equal opportunity in all areas of employment practice and to ensure that there shall be no discrimination against any employee or applicant for employment because of race, religion, sex, sexual orientation, national origin, age, disability, genetic information, color, ancestry, marital status, partner in a civil union status, unfavorable discharge from military service or any other legally protected classification.