

POSITION PROFILE
TESOL EXECUTIVE DIRECTOR
Teachers of English to Speakers of Other Languages, Inc. (TESOL)
<http://www.tesol.org>

POSITION Executive Director

THE ASSOCIATION

TESOL, founded in 1966 is a global 501(c)3 nonprofit association for English language teaching professionals headquartered in Alexandria, Virginia, USA. TESOL encompasses a network of approximately 12,000 individual members in over 140 countries and an additional 45,000 educators within the over 100 TESOL affiliate associations.

MISSION

TESOL's mission is to develop and maintain professional expertise in English language teaching and learning for speakers of other languages worldwide.

RESPONSIBILITIES

The Executive Director reports to the 16-member TESOL Board of Directors (3 officers, 12 voting members; 1 nonvoting member who is the Convention Program Chair) and manages 23 staff members organized into six departments:

- Advocacy and Professional Relations
- Executive Office
- Conference Services
- Education Programs
- Finance
- Member Services

The Executive Director and the Directors of the departments also provide staff support for the various Board committees.

Guided by TESOL's mission and values, the Executive Director demonstrates an awareness of cross-cultural understanding and communication, and thus is a good ambassador for the association to people of many backgrounds, both in their own countries and when they come to the convention or the Central Office. In conjunction with the President and often in consultation with the Executive Committee, the Executive Director is the Association's primary day-to-day spokesperson, writing and speaking on behalf of TESOL to the media and the public as well as many internal constituencies. The Executive Director encourages and facilitates interaction among the membership, the Board, and the interested public. In addition to the responsibilities of the various ongoing

programmatic and operational initiatives, the Executive Director implements the strategic plan through external relations, fund development, budgeting, programming, financial management, and marketing. The nature of the work varies from being tactical, short-term, and minutely detailed on one project, to being strategic, long-term, and globally focused on others.

The Executive Director works with the Board to identify significant issues that affect the profession globally and works through staff to provide the membership with educational opportunities, information, and resources to respond to them. With the Board and with input from the membership, the Executive Director implements long-range plans and initiatives and develops the resources required to fulfill TESOL's mission.

The Executive Director manages the budget. The revenue streams for the FY2009 \$5 million budget are approximately

Membership dues	19.3%
Convention income	41.8%
Publications/subscriptions	23.6%
Education programs	5.3%
Other	10.0%

TESOL is enhancing its fund-raising efforts and is initiating a planned-giving program. The Executive Director provides leadership for and participates in these activities.

ABILITIES

TESOL seeks an individual with the ability to:

- work collaboratively and respectfully with the Board of Directors, Board, members, and staff;
- listen with genuine concern to the voices of the membership;
- interact effectively and respectfully in cross-cultural interactions;
- speak effectively before large audiences;
- introduce innovative approaches to membership development;
- use information technology;
- think strategically and pragmatically;
- appreciate the circumstances of the underserved, the underrepresented, and the disenfranchised and to respect them;
- lead with a leadership style that emphasizes fairness, integrity, and collaboration;
- set and attain clearly articulated goals;
- be decisive yet diplomatic;
- value collegial working relationships;
- work effectively in a nonprofit association;
- exercise fiscal prudence and responsibility; and

- work effectively with a team-oriented staff and to help staff achieve their potential.

The Executive Director will be sensitive to and supportive of the needs of the diverse constituencies of TESOL and have a fundamental affinity for dealing with complex issues where criteria matter to varying degrees among the different stakeholders. The successful candidate will be an experienced team leader for whom the ownership of ideas is less important than the result of collaborative effort. The Executive Director will lead while serving and will respect procedures. The successful candidate should demonstrate a sense of humor and be an open, confident, and communicative professional who enjoys exploring ideas.

The Executive Director will be

- a model of integrity and fairness, exhibiting high ethical standards,
- a good listener,
- good at setting priorities,
- able to deal with multiple tasks and functions simultaneously,
- decisive but diplomatic, and
- cognizant of the ramifications of decisions.

Personal qualities include flexibility, political astuteness, cultural sensitivity, and self-motivation. Candidates should be able to show that they can create harmonious relationships, develop good rapport, and be a person of vision while also being comfortable as a hands-on manager and enabler of others.

While the preceding description appears focused on the membership, it is equally applicable to working with staff in the Central Office. TESOL is proud of its staff and the leadership they, as a team, provide to the association. TESOL seeks someone who will appreciate them, work with them, and lead them to new strength.

As TESOL continues to establish its identity, offering quality expertise in matters related to English language teaching and learning, including public policy, TESOL seeks an Executive Director with exceptional written, verbal, interpersonal, and public speaking skills. Possessing a strong process orientation, the successful candidate will be highly organized and understand the importance of leveraging his or her strengths through the capacities of staff and through the membership. Since much of the role is catalytic and facilitative in nature, it is particularly important that the successful candidate exhibit the ability to earn the trust and respect of TESOL members and develop long-term relationships within the profession and with the other varied external audiences of the organization. Candidates should be able to demonstrate the ability to work effectively with a Board of leading professionals and help the Board maximize its potential for leadership.

Leading candidates will have a record of successful activity with membership development and will have a high level of comfort with current technologies and a desire to keep TESOL on the leading edge of technological advancements.

It is essential that the Executive Director be strong in and comfortable with financial management, with skills in budget development, and able to stay within budget. Finally, the Executive Director must be well-versed in the laws and guidelines of 501(c)3 in order to protect the association's nonprofit tax-exempt status.

CAREER PATH LEADING TO THIS POSITION

Candidates should have demonstrated competence in nonprofit or relevant academic administrative leadership, particularly creative leadership, with a recognized commitment to bridging disciplines, cultures, and the functional boundaries of an organization.

A demonstrated knowledge of the requirements of managing a membership service organization is desirable, especially experience working with governmental and business organizations, professional associations, and funding agencies. Successful fund development experience is desirable.

REQUIRED QUALIFICATIONS

A minimum of a master's degree and a minimum of 5 years of increasingly responsible senior organizational management. Proven ability in personnel management and in developing and managing an organizational budget.

PREFERRED QUALIFICATIONS

Successful candidates will have preferred qualifications of an earned doctorate; fluency in a language other than English; a degree, certification, or experience in teaching English to speakers of other languages; experience living and working abroad; a record of work in and professional development in association management; and CAE (Certified Association Executive) qualification or anticipation of attaining CAE qualification.

COMPENSATION

Salary will be commensurate with qualifications and experience. A competitive benefits package will be provided.

SEARCH FIRM

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