



EXECUTIVE SEARCH

POSITION SPECIFICATION

TITLE:	President
ORGANIZATION:	National Association of Student Financial Aid Administrators (NASFAA) NASFAA is a non-profit association of postsecondary educational institutions and individuals committed to improving the delivery of student financial aid and increasing the resources available to needy students. The Association has over 3,100 institutional members and an annual operating budget of over \$7 million
LOCATION:	Washington, D.C.
REPORTING RELATIONSHIP:	Reports to the NASFAA Board of Directors
Qualifications	Masters Degree or equivalent experience required; doctorate preferred. Senior management experience in higher education or the nonprofit sector also preferred.
Primary Role:	Provides vision and dynamic leadership for the management of the Association. S/he will also serve as the primary liaison between NASFAA, its membership, its education association partners, the United States Congress, the Executive Branch, the U.S. Department of Education, and other governmental agencies.
SPECIFIC RESPONSIBILITIES:	<ul style="list-style-type: none">• Serves as an <i>ex officio</i> member of the Board of Directors and its executive committee• Manages the fiscal affairs and operations of the Association



- Directs the Association's development, sponsorship, and fundraising activities
- Manages the Association's internal and external communications, public affairs activities and act as the primary national spokesperson
- Oversees the Association's research, policy analysis and governmental affairs activities
- Guides the Association's professional development, training and technical assistance activities
- Appoints the Secretary and the Treasurer as directed by the Association's By-laws
- Represents the association with policy makers and other educational organization policy makers
- Frequent air travel expected

EXPERIENCE: Previous experience should demonstrate:

- Strong leadership skills to gain respect and build commitment to organizational goals
- Building of strategic and workable partnerships
- Expansion of revenue streams
- Development and implementation of strategic long range plans
- Recruitment and retention of qualified staff
- Ability to be work effectively with the membership
- Advocacy skills to influence public policy
- A proven record of managing a complex organization, including the ability to strengthen fiscal stability

PERSONAL CHARACTERISTICS/SKILLS

- Values diversity
 - Sensitive to the needs of others
 - Highest levels of ethics and integrity
 - Technologically savvy
 - Outstanding verbal and written communication skills
 - Team player
 - Self-starter and results-oriented
 - Strong work ethic
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- Exemplary performance record
- Consensus builder

COMPENSATION: A competitive compensation package will be provided to attract outstanding candidates.

CONTACT: Charles Ingersoll
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