

POSITION DESCRIPTION

PRESIDENT AND CHIEF EXECUTIVE OFFICER UTILITIES TECHNOLOGY COUNCIL



PNP Staffing Group has been retained by UTC to conduct an exclusive executive search for President and Chief Executive Officer (CEO).

Utilities Technology Council Profile

The Utilities Technology Council (UTC) is a trade association representing the information communications technology interests of electric, gas, and water utilities, energy companies, and other critical infrastructure companies – investor-owned, member-owned, and publicly-owned – as well as their technology partners.

Founded in 1948, UTC is a 501(c)(6) nonprofit corporation, based in the Greater Washington, DC area. UTC's mission is to create a favorable business, regulatory, and technical environment in which its members and stakeholders can thrive. This is accomplished, in concert with its technology partners, through a variety of advocacy, regulatory, technological, informational, and educational programs.

UTC provides its members with the following benefits:

Membership: UTC offers members engagement and leadership opportunities through its committees and regional activities. Every three years, the UTC staff conducts a membership survey used to help discern the value of current programs and UTC's resource priorities.

Advocacy: UTC advocates primarily at the U.S. federal level on issues related to the deployment of utilities' own "private" communications networks to underpin and enhance electric, gas, and water services' reliability, resilience, and flexibility. UTC also promotes opportunities for utilities to provide broadband services, wireless collocation and fiber leasing. UTC also advocates on matters involving pole attachments and other policies affecting critical infrastructure access, safety, and security.

Finance and Operations: Transparent processes and procedures aid in ensuring the annual budget is met and the appropriate resources are deployed to achieve the strategic plan goals.

Information and Education: A few of the UTC member benefits include knowledge sharing, professional continuing education, and training. UTC annually hosts one major conference, nine regional meetings, two broadband workshops in the U.S., three workshops in Europe, a summit in Canada, and a summit in Brazil. In addition, UTC hosts webinars, publishes a quarterly magazine, publishes a weekly advocacy update, and hosts an online sharing platform for members. UTC also provides targeted white papers, survey results, and reports as a member benefit.

CEO Profile

The CEO is responsible for providing the leadership for the association, as well as for the work of the UTC Foundation. The UTC Foundation is the charitable arm of UTC and champions the utility industry's professional talent development and networking needs.

In conjunction with the Board, the CEO implements board-directed strategies, tactics, and programs that support the vision, mission, and values of the organization. The CEO ensures the retention of a highly engaged, skilled, and talented staff while strengthening the association's financial profiles, governance processes, advocacy leadership, and membership services. The CEO is a flexible, team building, forwarding thinking strategist, bringing and implementing new ideas.

Reporting Relationships

Reporting to the Chair of the Board, the CEO serves as a voting member of the UTC Board and Executive Committee. The CEO also serves on the Board of the European Utilities Telecom Council, UTC America Latina, and Africa UTC, as well as the UTC Foundation which is UTC's 501(c)(3) charitable organization.

Leadership Qualities

- **Volunteer Leadership:** Recognizing that UTC exists to serve the needs of all its members, the CEO must have strong volunteer organization leadership skills, including the ability to clearly communicate UTC's vision and mission while aggressively listening to and being available to members.
- **Staff Management:** Because UTC's employees are the organization's most valuable asset, the CEO should have superior people management and team building skills. As such, the CEO sets and communicates goals clearly; motivates; provides coaching; reads people accurately; utilizes resources effectively, is flexible to new ideas; knows what skills are essential to meet membership needs; and always strives to hire and retain the best qualified individuals.
- **Organizational skills:** UTC is a business that relies on achieving consensus, especially in the public policy arena. Accordingly, the CEO understands instinctively the politics of this nonprofit trade association; is mentally and organizationally agile; relates well to a wide variety of styles and personalities; is a consensus builder who is able to find common ground quickly; treats differences fairly; knows intuitively the right thing to do; and allocates resources efficiently.
- **Openness:** Recognizing that UTC serves a widely diverse industry, the CEO must be accessible, relaxed, and easy to approach. The CEO should be able to deal with stress and adversity with calmness and confidence. The CEO should have an open-door policy and a positive attitude, allowing the team and organization to grow and thrive.

Values / Core Competencies

The ideal candidate embodies the values UTC established in its strategic plan, that include:

- Alignment with UTC's mission, values, and ideas
- Commitment to the organization and member services
- Integrity, ethicalness, honesty, and worthy of colleagues' respect
- Ability to provide trusted representation in all forums
- Impeccable judgement; acting decisively and deliberatively, as warranted.
- Visionary leader with strong abilities in strategic thinking and innovation
- Sensitivity to environmental trends that impact UTC and its membership; ability to recognize and act on opportunities as they arise

- Ability to engage the executive committee, board of directors, members, and staff in a relationship that shares responsibility for solving organizational challenges
- Ability to mobilize and motivate volunteer leaders as well as professional staff while supporting them with the resources to achieve their objectives

Responsibilities of the CEO

- Assure that UTC has a long-range strategy that achieves its mission, making consistent and timely progress toward strategic goals; establish the strategic direction (annual strategic plan) in concert with the Board
- Develop policies, programs, and activities designed to serve the needs of the UTC membership
- Ensure that UTC runs effectively, ethically, and in a financially sound manner, with quantifiable and measured results
- Establish effective employment policies to attract and retain highly qualified staff
- Improve UTC's influence in Washington, DC by communicating, with passion and authenticity, the mission and vision of UTC to Congress and the general public
- Build UTC's reputation and recognition as a primary information resource for the media
- Maintain UTC's place as a knowledge and thought leader in the utility telecommunications and information technology fields
- Devote full-time energies to the faithful and diligent performance of all the duties associated with the position of CEO

Association

- Maintain accountability for all strategic plan activities and actions
- Maintain effective relationships with a variety of internal and external organizations, including but not limited to federal and non-federal agencies, foundations, and other associations and organizations that are important in achieving UTC's goals and objectives
- Provide leadership in developing and carrying out program, organizational, and financial plans and policies with the Board and staff
- Seek new sources of funding and lines of business whose revenues will benefit the membership and the organization
- Promote active and broad participation by members and volunteers in all areas of the organization's work
- Ensure the maintenance of official records and documents, and ensure compliance with federal, state, and local regulations
- Maintain a working knowledge of significant developments and trends in the field

Communication

- Develop and maintain positive and effective relations with the Board; ensure Board is kept fully informed of the conditions and operations of the organization
- Oversee the policy development and approval role of UTC through support of the Board governing structure; ensure that modifications in policy are presented to the Board for approval
- Publicize the activities, programs, and goals of the organization
- Establish sound working relationships and cooperative arrangements with the association's members and stakeholders
- Publicize and enhance the image and reputation of UTC's members
- Represent UTC's programs and points-of-view to agencies, organizations, and the general public

Staff Management

- Manage and supervise all staff (paid, contract personnel, volunteers), consistent with employment policies and all applicable statutes and regulations, including: all hiring; promotions; compensation decisions; performance evaluations; job descriptions; and termination decisions
- Ensure that an effective management team, with appropriate provision for succession, is in place
- Encourage staff and volunteer development and education
- Assist program staff in relating their specialized work to the total strategic plan of UTC
- Maintain a climate that attracts, retains, and motivates a diverse staff of top-quality people

Budget and Finance

- Develop and maintain sound financial practices
- Work with staff, finance committee, and the Board in preparing budgets; ensure that UTC operates within budget guidelines
- Ensure that adequate funds are available to permit UTC to carry out its work
- Conduct official correspondence of the organization
- Execute legal documents with designated officers
- Ensure proper financial management, oversight, and reporting
- Assist Board in focusing the resources of the association to achieve its priority objectives

External Activities

- Unify the diverse membership behind major policy initiatives
- Strengthen understanding of utilities information and communications technology needs with policy makers, external stakeholders, and other allied trade associations
- Act as the “face” of the association, called on to speak in a variety of public forums
- Serve as the primary spokesperson for the press
- Maintain and strengthen existing relationships with utilities and their stakeholders in the telecommunications and information technology field in the U.S. and abroad
- Build new relationships that can deliver benefits to the industry and UTC
- Nurture existing relationships with energy, water, and other critical infrastructure trade associations
- Advance and positively influence the image and perception of UTC and the utility telecommunications field with Washington, DC policy makers, the media, UTC’s membership, and the industry at large, through public and private presentations, media activities, and written communications
- Advocate with the Federal Communications Commission and other federal regulatory agencies, Congress, federal courts, and state public utility commissions and legislatures concerning matters affecting utility telecommunications and information communications technology networks.
- Stay abreast of and anticipate emerging trends, policies, and developments, and understand their likely impact on the industry
- Represent UTC in a bipartisan way, advancing UTC’s interest regardless of politics in the White House and/or Congress

Internal Activities

- Oversee the development and delivery of services and activities that benefit the membership
- Maintain and enhance UTC’s financial health and remain alert to opportunities for growth
- Set consensus-based policies that support or improve UTC

- Develop and execute UTC's public policy agenda
- Stimulate UTC's membership recruitment and retention growth
- Continue UTC's entrepreneurial, revenue-generating activities
- Maintain the highest standards of ethics and integrity throughout the organization

Management Style

- Maintain an inspirational leadership style to attract/retain top talent at staff and Board levels
- Possess the ability to pivot when decisions have proven to be misguided, explaining new direction to the staff, board, and/or membership
- Lead, collaborate, and work in a team environment
- Act with agility
- Create and foster regular lines of communication with the Board, staff, and membership
- Articulate UTC's vision and action plans to achieve visionary objectives
- Engage in international forums and settings, achieving common goals and understanding
- Use approved strategic direction and long-term goals to influence the day-to-day decision-making and strategic plan implementation
- Drive consensus on contentious issues
- Work collaboratively with volunteer leadership, staff, membership, and others

Qualifications

- Expertise in utility and telecommunications policy and industry experience, preferred
- Senior leadership experience in administration and/or association management
- Knowledge about the issues facing utilities and telecommunications and information communications technology
- Demonstrated skill at being an influencer who can evaluate the strengths and weaknesses of allies and adversaries, using this knowledge to advance the interests of UTC
- Critical thinking skills to ask "why" regarding programs and policies, both current and proposed
- Supervisory skills to encourage staff to ask "why" and assess programs/policies on their merits
- Successful track record in fiscal management, revenue building, and budgeting
- Demonstrated success managing people and programs
- Experience in and commitment to knowledge-based governance and organizational transparency
- Knowledgeable about emerging trends in association management
- Track record of working successfully with a board of directors, or the equivalent governmental entity (e.g., advisory committees, commissions, or task forces)
- Effective, approachable, and comfortable spokesperson
- Demonstrated skills to bring diverse groups together to achieve a common goal
- Strong skills in building and maintaining coalitions with other groups and organizations
- Demonstrated success in raising funds through grants and other means
- Leadership skills in developing, implementing, and evaluating strategic plans
- Finely tuned consensus building and listening abilities; solid interpersonal skills
- Strong executive presence that enables successful representation before various audiences
- Forward thinking, flexible, and thorough
- Establishing focus with continued "eye on the ball"

Experience

- Five years or more experience in the federal public policy and technology arenas, including utility telecommunication issues
- Significant experience in setting strategies and policies to ensure substantial financial, membership, and program growth
- Experience working with government officials, heads of organizations, and the media
- Demonstrated financial management performance
- Track record of attracting, retaining, and inspiring talented staff members
- Demonstrated experience in building and maintaining a culture of collaboration and trust among constituencies, board of directors, and staff
- Experience and passion in managing and leading change in an organization
- At least five years of leadership, management, and decision-making experience at the executive level in a national or global organization

Education

Bachelor's degree required. Master's degree, preferably in science or business, or Juris Doctor degree from an accredited college or university, preferred. Admission to a state bar, Professional Engineer license, and/or CPA credentials, a plus.

More information

Interested parties should send a resume and cover letter, communicating experience and compensation requirements to Barbara Ramundo, Vice President, PNP Staffing Group.

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