

## Chief Executive Officer Angel Capital Association

The Chief Executive Officer (CEO) is responsible for the successful leadership and management of the organization in accordance with the strategic direction approved by the Board, consistent with its mission, vision and objectives. The CEO of the Angel Capital Association (ACA), reports to the Board of Directors.

ACA's mission is to fuel the success of the North American accredited angel investor community through advocacy, education, and connection building; implementing the vision that ACA is the trusted authority in angel investing. Major objectives include:

1. Delivering value and thought leadership to ACA members, prospective members and the broader ecosystem
2. Broadening ACA's impact, scope and resources to support organizational growth and new initiatives
3. Enhancing ACA's strong presence in public policy
4. Attracting and retaining a top-level staff and providing appropriate support on all Board related matters
5. Implementing the strategic plan of the organization, helping to update and refine its goals.

### Key responsibilities:

- **Resources.** Growing ACA's resources with a focus on developing and raising new sources of funding, including dues revenues, sponsorships, public grants, and product or service offerings. Maintains strong relationships with sponsors and other funding sources for ongoing/renewed support. *(Works in concert with the Board and Partnership Director.)*
- **Membership.** Expanding the number and types of members in the association through strengthening the value proposition offered to members, smart marketing, recruitment and implementation of membership programs and value-added activities that ensure strong renewals. Understands the needs of members and has the foresight to develop new activities, tools, and products that help them thrive and grow. *(Works with Board, Membership Director, and Membership and Marketing Committee.)*
- **Staff Leadership.** Recruits, develops and supervises a team of professionals to manage critical business functions of the organization. Hires new staff and contractors as budgets and needs permit, building an environment for excellence, strong communication, and teamwork. *(Works with the Board of Directors.)*
- **Board Relations.** Communicates, coordinates and works well with the Board of Directors and Committees, providing appropriate support to the Board of Directors for setting policy and developing organizational guidance. Manages the development of programs, organization, and financial plans with the Board and staff and carries out plans and policies authorized by the Board. Coordinates the work of the Board and Committees, ensuring logistics, reports and other communications are completed, and properly disseminated. *(Works with Board, committees, administrative support and staff.)*

Other Duties:

- **Public Policy.** Implements a strong public policy strategy that supports the legislative and regulatory interests of early-stage accredited investors. Represents the organization in public and private forums with a deep ability to communicate policy positions in a convincing manner in both written and spoken form. *(Coordinates with the Public Policy Committee, Washington D.C.-based lobbying firm, policy advisory council, and other entities with common goals.)*
- **Event Development and Management.** Ensures high value events and professional development opportunities are available for members and ecosystem partners through annual Summits, Leadership Workshops, Regional Meetings, Webinars, and other appropriate forums. Leverages these events with education offerings, data analytics activities, and strategic plan undertakings to maximize the impact and financial outcomes. Demonstrates ability to grow the attendance, participation, and net profits in these events on an annual basis. *(Works with Board, committees, Membership Director, and others.)*
- **Marketing and Branding.** Supports the visibility, development and growth of ACA as the “voice of the industry”, with a comprehensive branding and marketing strategy that includes brand recognition and enhancement, thought leadership, proactive media outreach, social media, events and public speaking. This strategy also supports public policy, membership growth, revenue growth, and a larger network of sponsors and partners. Publicizes the activities, programs, and goals of the organization to members, the investment community, sponsors, governmental entities, international affiliates, and other appropriate North American and global audiences. *(Works with Board, membership and marketing committee, marketing/PR agency, marketing staff, and public policy firm.)*
- **Represent ACA.** Represents ACA to the membership, the public, government entities, and other organizations in our ecosystem. Establishes positive working relationships and cooperative arrangements with other organizations where mutual benefits can expand ACA’s impact and reach. *(Works with Board, particularly the Executive Committee.)*
- **Administration/ Communication.** Ensures implementation of good administrative practices and communications. Maintains official records and documents, tax filings and Delaware reports, and ensure compliance with federal, state, and local regulations. Supervises financial controls and processes to properly allocate staff, budget, and other resources. Documents processes and procedures and ensures these are updated on a timely basis. Creates a culture of transparency, fairness, and effective communication throughout the organization. *(Works with staff, bookkeeper, and administrative support.)*

NOTE: ACA is working to establish a new charitable organization that the association could work with to implement programs that support the growth of knowledge and data to angels, the startup ecosystem, and the general public. If the application is approved by the IRS, the ACA CEO may oversee the new organization. In this case, it would be helpful to have experience raising grants from private foundations and working with charitable donors.

Desired Qualifications for the Position Include:

- College degree in business administration, organizational development, or related field.
- Demonstrated track record in managing and directing programs in membership-based organizations, with growing responsibility and increasing fiscal results over time. Capacity to provide appropriate support on all Board of Director related matters.
- Leadership skills, including excellent written and verbal communication skills, strong public speaking experience and proven negotiation skills.
- Strong project management skills, particularly in an event-driven type organization. Multi-tasking track record, ensuring all details and logistics are properly handled.
- Proven track record in motivating and managing a small, high-impact team, serving as both a coach and player.
- High energy, self-directed, ability to juggle short and longer term priorities, capable of both delegating and performing the work necessary to keep the organization on track.
- Strong financial management skills with proven ability to manage to budget, institute financial controls. Experience in developing and cultivating sponsorship, partnership, and grantor programs.
- Superior sales and marketing capabilities aimed at increasing the revenue base.
- Ability to travel frequently, sometimes on short notice.

Additional Beneficial Qualifications:

- Senior management experience in a non-profit association or other membership organization. Experience managing a staff in a virtual office setting.
- Previous knowledge of the history, evolution, and trends in the field of angel investing, entrepreneurship, venture capital and/or the startup ecosystem. Understands the challenges facing this asset class and articulates a vision of future opportunities.
- Demonstrated success in public policy development and implementation at the national, state and local level, including legislative and regulatory experience
- Successful experience in grant proposal writing.
- Understands federal requirements for grants management and specific requirements for donations/contributions to non-profit charitable organizations.