

# Executive Director Position Profile

This search is being conducted by Association Options on behalf of the National Society of Tax Professionals



Seeking Full-Time Executive Director for a National Organization in Vancouver, Washington

Compensation: Salary range of \$95,000 - \$115,000 and bonus - commensurate with experience and qualifications

Benefits: Bonus and competitive benefits including healthcare, dental, and deferred compensation

Annual Budget: \$1,200,000

Application Deadline: Open until filled

The National Society of Tax Professionals, with the support of Association Options, is recruiting and evaluating candidates for the position of Executive Director.

## About the National Society of Tax Professionals

The National Society of Tax Professionals (NSTP) is dedicated to serving the tax professional. Founded in 1985, NSTP is a non-profit organization.

NSTP is committed to helping its members attain the greatest expertise, proficiency, and competency in all areas of the tax profession. NSTP exists to equip our members to be qualified to effectively provide professional tax preparation services for their clients.

For over 35 years, NSTP has endeavored to support the tax professional community with top quality education delivered by knowledgeable, accomplished instructors. Instructors teach not only about the tax law but how to apply complex tax rules to an individual client's situation. NSTP primarily presents in-person and live-streaming education, along with on-demand webinars. Our presentations are approved for Continuing Education credits with the IRS, NASBA and CTEC.

A multitude of benefits are available to the NSTP member. The Federal Tax Alert, which is NSTP's bi-monthly magazine. NSTP produces a client newsletter, Tax News, which our members can brand with their own logo and send to their clients. NSTP provides a Tax Helpline which provides timely information for members at no additional cost. Members earn Dividend Reward points with every purchase and can apply the points for a reduction in future education costs. NSTP members enjoy discounts and special offers through our Affinity Program.

NSTP maintains a high level of contact with the Internal Revenue Service. NSTP members are sought out for their experience and expertise by the IRS whenever new initiatives or programs are being reviewed.

### **Mission**

*To provide tax professionals with quality education and resources to achieve excellence.*

### **Vision**

*Our vision is that the National Society of Tax Professionals is the nation's premier organization providing educational benefits to enhance the competency of the tax professional community.*

## Position Description

NSTP is eager to identify a hands-on association executive who is prepared to build upon the current successes of the Association. The successful candidate will serve as the Executive Director of NSTP, overseeing the operations and activities of the Association. Reporting directly to the Board of Directors, this position administers and implements Board policy and maintains an effective staff and volunteer-base to assure attainment of the Association's goals. With a small staff, the Executive Director will be intimately involved in the day-to-day operations of the Association. NSTP's goals are as follows:



- Provide a strong national and professional membership organization that speaks for the rights and interests of individual tax professionals.
- Establish an identity with the taxpaying public. NSTP believes that tax preparation, consulting, tax planning, and so on, encapsulates an industry of its own and should be recognized as such.
- Educate the public with respect to the educational and professional skills demanded of today's tax profession.
- Elevate the acceptance and prestige of the tax professional.
- Promote high standards of competence and ethics within the profession.
- Promote mutual respect, cooperation and communication between the Internal Revenue Service and tax professionals.
- Sponsor educational programs designed to enhance professional ability and knowledge.

### *Essential Duties and Responsibilities*

Within the limits of NSTP's policies and bylaws, and under the direction of the Board, the Executive Director is responsible for, and has commensurate authority to accomplish, the following duties and responsibilities. The Executive Director may delegate portions of his/her responsibilities consistent with sound operations and staff competency, together with proportionate authority for their fulfillment. However, she/he may not delegate nor relinquish any portion of his/her accountability for results.

Provide leadership to the NSTP by:

1. Expanding and strengthening the educational programs and offerings.
2. Providing oversight of committee work to ensure it is aligned with NSTP's strategic goals.
3. Monitoring industry trends and legislative actions.
4. Providing effective management and direction for the Vancouver staff.
5. Member development, growth, and retention.
6. Develop and monitor marketing program to retain and recruit members
7. Providing continuity and consistency between the interactions with the Board and the staff.

Leadership and Operations:

- Provide oversight and guidance for staff, committees, and volunteers
- Responsible for the overall personnel policy, hiring of competent staff, salary administration and staff accountability
- Ensure all legal and tax filings are current
- Development and oversight of annual budget; implement changes necessary to assure a positive cash flow.
- Provide regular reports to the Board of Directors on the actions and activities of the home office
- Attend all meetings of the Board of Directors, assist with developing agendas and materials needed
- Execute and implement Board decisions
- Proactively bring ideas for service and program improvements to the Board
- Meetings management including hotel contract negotiations, budgeting, and catering arrangements
- Management and monitoring of membership database and website development

- Provide support for the Director of Education on developing new markets.

## Executive Director Profile

This is a hands-on position which requires a candidate who is self-directed, motivated, and results driven. The successful candidate will provide a variety of experiences and attributes to the association including:

- Excellent communication skills
- Build and foster a team environment
- Understand the importance of strategic planning
- Respectful, honest, transparent, and ethical leadership style
- Positive, upbeat attitude; ability to problem-solve, and prioritize
- Effective delegation skills, more efficient use of available resources
- Respectful of the diversity within the staff, Board, and general membership community

### Qualifications

The Executive Director is committed to the NSTP mission and vision and should have proven leadership experience. Concrete demonstrable experience and other qualifications include:

#### Required

- Graduation from an accredited college or university with at least a bachelor's degree in business administration, marketing, public administration, or a related field
- Minimum 5 years of non-profit management experience and managing a small staff team
- Proven track record of working successfully with a Board of Directors to grow organization revenue, value, and membership
- Financial management, including budget preparation and implementation
- Must have strong written and verbal communication skills; must be a persuasive and passionate communicator
- Must be able to think strategically and critically, synthesize complex issues and information and manage change
- Demonstrated ability to plan organization-wide activities (setting objectives, developing strategies, budgeting, developing policies and procedures and organizing the functions necessary to accomplish the activities)
- Must demonstrate the ability to work effectively in collaboration with diverse groups of people
- Must reside in, or be willing to relocate to Vancouver, WA
- Ability to travel to meetings as necessary

#### Preferred

- Understanding of and/or experience in the tax industry including tax law, legislative process, and tax implementation
- Experience serving as an Association Executive within a membership-based organization
- In-depth knowledge of the management process, especially as it applies to growth and long-term

planning

- Technology skills for virtual meetings and educational programs
- Appreciation and understanding of working in a small office

## Application

Please apply online at <https://associationoptions.com/job-openings/nstp>. Your application must include a cover letter, resume and salary requirements. If these items are not provided in their entirety by the deadline, your submission will not be considered. In the cover letter, please provide brief details stating how you meet the qualifications listed and how you can positively contribute to NSTP now and into the future. The position will remain open until filled.

Questions? Contact Meggan Teague at [mteague@associationoptions.com](mailto:mteague@associationoptions.com)

