



Board of Certification in Professional Ergonomics

Executive Director Job Description

We are seeking a self-driven and highly competent Executive Director to lead our non-profit organization, BCPE, fostering sustainable growth and endurance for the organization. You will serve the premier body for Professional Board Certification in Ergonomics, Human Factors and User Experience. As Executive Director, you will work with a very experienced Executive Administrator and a rotating body of 11 volunteer Directors of the Board.

In collaboration with the Directors, you will design and direct strategies that support our organizational operations. You will oversee financial operations; provide leadership to staff and improve efficiency of daily operations; establish business goals and execute projects; advise the Board of Directors on organizational activities; and oversee adherence of accreditation standards for Board Certification Bodies.

Your exceptional stewardship and strategic planning skills will aid us to promote our mission and objectives. You will maintain and cultivate positive relationships with the directors, staff, aligned partner organizations, while achieving organizational goals.

As an ideal candidate you possess a strong entrepreneurial drive, outstanding communication skills, strong leadership qualities, and good planning and organizational skills. As an exceptional candidate you will streamline our organizational operations, effectively and efficiently direct operational budgets, improve revenue, and direct our business strategy. You will enhance relations with certified professionals, the media, staff, and stakeholders within or interacting with the ergonomics, human factors, and user experience community.

Executive Director Responsibilities:

- Develop and direct organizational strategy
- Maintain organizational policies and procedures
- Oversee staff and day-to-day business activities
- Oversee finances and comprehensive budgets
- Represent, promote and act as a spokesperson for BCPE
- Manage adherence to accreditation standards for Board Certification Bodies
- Communicate with current and potential certificants
- Manage the production and content of BCPE communications and media
- Establish and maintain collaborative relationships with other organizations

Executive Director Requirements:

At a Minimum

- A Bachelor's Degree is required, an Advanced degree is a plus
- Five years in a leadership development role
- Effective worker in a virtual office
- Highly ethical behavior
- Effective communicator
- Exceptional interpersonal skills

Preferred

- A degree in human factors, ergonomics, user experience
- BCPE Full Professional Certification
- Experience in a marketing role

Salary:

- Based on experience
- Part-time position with potential of full-time
- Virtual work location with flexible work schedules considered
- Occasional travel to industry events and meetings
- Apply now; position open until filled

Contact:

Send resume, c.v., and/or portfolio to the attention of Kris Rightmire at bcpehq@bcpe.org.