

WE ARE HIRING

Who We Are:

ICMA is at the core of creating better communities. Serving more than 13,000 members globally, we are the world's leading association of professional city and county managers and other employees who serve local governments.

At ICMA, we take the concept of local government leadership and management further into the future. Through our mission and passion to advance professional local government, we help communities deliver innovative services, empower resident engagement, enable economic development, strengthen leadership, uphold ethics, and provide forward-thinking management.

We ensure a diverse and inclusive workplace by welcoming people of different backgrounds, experiences, abilities, and perspectives and by learning from each other, individually and collectively.

A Great Opportunity:

If you are a highly accomplished local government thought-leader seeking an exciting opportunity to make an impact on numerous communities, then we have the ideal position for you.

ICMA is currently seeking to fill the Regional Director position in two of its five regions--the Midwest and Northeast regions—to build effective working relationships with state associations and members in each respective region. Regional Directors are responsible for coordinating all ICMA activities within their respective region. This position plays a vital role in supporting and promoting the outcome-based goals and priorities established and adopted by the ICMA Executive Board.

With membership in all fifty states, ICMA is divided into five regions—Mountain Plains, Midwest, West Coast, Northeast and Southeast.

- ❖ The Regional Director in the Midwest region will provide support to communities in IA, IL, IN, MI, MN, MO, OH and WI.
- ❖ The Regional Director in the Northeast region will provide support to communities in CT, DE, MA, MD, ME, NH, NJ, NY, PA, RI, and VT.

As a part-time position with an established work schedule on average of 20 hours per week, the compensation is prorated based on the full-time salary equivalent.

Candidates must reside in one of the states included in the region for which they are interested in serving.

What You'll Do:

1. Develop and maintain an effective working relationship with the state association leaders and board members to convey critical ICMA messaging and to effectuate the mutual goals of ICMA and the state associations.
2. Serve as liaison to members in each state by representing ICMA leadership; keep members informed of ICMA initiatives, strategic plan, priorities, and events, and solicit feedback and input on same.
3. Provide support and assistance to ICMA members in the region at all career stages; provide personal and professional coaching, mentoring, and support, as well as assistance in navigating the resources of ICMA

4. Propose, organize and coordinate resources, services, and meetings to enhance member/prospective member experience and understanding of the myriad of resources offered by ICMA
5. Attend state association conferences within the region; speak at conferences, as invited, sharing ICMA priorities; prepare a summary report of each conference for ICMA CEO/Executive Director which summarizes the conference and provides key indicators of the state of the relationship between the association and ICMA
6. Keep ICMA informed of the strategies and work of affiliate organizations in the region
7. Develop, recommend, and implement tailored strategies to build membership in the region; work with ICMA staff and state/affiliate association leadership to determine and implement effective strategies including joint membership campaigns; responsible for making individual contact relative to membership renewals and non-renewals; responsible for achieving overall membership metrics.
8. Review state affiliation agreements with each state association on an annual basis, facilitate revisions, and provide a written summary
9. Support ICMA's vice-presidents in their member engagement role by maintaining regular communication, facilitating their attendance at state association meetings; organizing quarterly state leadership calls with ICMA Vice Presidents, State Association Presidents, and State Staff for updates on ICMA Executive Board actions and priorities as well as pertinent issues and information between the states within the region.
10. Serve as Secretariat for the Regional Nominating process to select ICMA Board Vice Presidents providing advice to state associations, potential candidates, and members of the regional nominating committee on approved protocols
11. Recommend and contribute to the development of strategies and programs to enhance member benefits and support
12. Serve as a local government subject matter expert developing content for ICMA conferences, events, and communication channels; deliver content at state and affiliate association events; participate in ICMA cross-functional work teams; provide advice on content development; write articles and serve as a subject matter expert for the media
13. Work collaboratively and strategically with the Director of Advocacy to support advocacy activities in response to form of government initiatives and challenges within respective regions.

What You Need To Be Successful In This Role:

- ❖ Master's degree in Political Science, Public Administration, Public Policy, Business, or related discipline is preferable
- ❖ Fifteen (15) to Twenty (20) years local government experience; city/county/town manager experience preferred.
- ❖ Current ICMA membership in good-standing
- ❖ Residence in one of the states included in the respective region being served

Knowledge, Skills, and Abilities (KSAs):

- ❖ Expertise in local government management, leadership and current trends and issues
- ❖ Knowledge of ICMA operations, mission, purpose, services, and activities
- ❖ Excellent interpersonal acumen to establish and maintain effective working relationships within ICMA, ICMA Executive Board, state association board members, ICMA members, and other local government professionals
- ❖ Proficiency in communicating effectively both verbally and in writing
- ❖ Skill in independently managing multiple priorities; planning and scheduling work; developing and coordinating projects
- ❖ Excellent problem-solving and decision-making skills including persuasion, negotiation, and conflict management
- ❖ Excellent presentation skills to conceptualize, develop and present

educational material on current issues affecting the profession and best practices

- ❖ Proficiency in use of Microsoft Office Suite and virtual meeting platforms

Physical Requirements/Work Environment:

The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ❖ For work that is performed remotely, essential functions can be performed relatively free from hazards or unpleasant environmental conditions
- ❖ Work requires travel up to 50% of time, primarily within the U.S. May travel in areas where there may be occasional exposure to unpleasant environmental conditions or hazards, occasional work outside with exposure to temperature fluctuations and climate impact.

What We Can Offer You:

- ❖ Remote work environment
- ❖ A collegial working environment where teamwork and individual contributions are valued
- ❖ A competitive salary
- ❖ A comprehensive benefits package that includes employer sponsored health, dental, life, disability, and employee assistance benefits
- ❖ Paid time off to include vacation, sick leave, holidays, and floating days
- ❖ Contribution to a supplemental retirement plan
- ❖ Opportunities for ongoing professional development

The selected candidate must be legally authorized to work in the United States without the need for employer sponsorship, now or at any time in the future.

As a federal government contractor subject to Executive Order 14042, ICMA requires its Colleagues to be fully vaccinated against COVID-19, unless they are approved for a reasonable accommodation based on a

disability (including a medical condition) or sincerely-held religious belief that prevents them from being vaccinated. Colleagues must provide proof of full vaccination prior to their start date or obtain a legally-required accommodation from the vaccination requirement.

EEO Statement:

At ICMA, we strive to promote and sustain a culture of diversity, inclusion and belonging every day. ICMA is an equal opportunity and affirmative action employer. We do not discriminate in recruiting, hiring or promotion, and all qualified applicants will receive consideration for employment without regard to race, color, ethnicity, national origin, religion, sex/gender, sexual orientation, gender identity or expression, age, disability, protected veteran status, or on any other basis or characteristic prohibited by applicable federal, state, or local law. We proudly support and encourage people with military experience (active, veterans, reservists and National Guard) as well as military spouses to apply for ICMA job opportunities.

Click [here](#) to apply!

#ICMAcareers

