

Executive Director
(Direct Placement for Pacific Northwest Defense Coalition)

SIGMADESIGN has collaborated with Pacific Northwest Defense Coalition seeking an experienced Executive Director to join their organization. Since 2005, PNDC has worked to create, grow, & diversify new business development opportunities for Pacific Northwest defense & security industry businesses. They proudly represent the most comprehensive defense network in the Northwest with approximately 300 member companies. Through diligent government advocacy and an expansive network, they help facilitate billions in defense spending, strengthening members' & our nation's security.

Primary Function:

We are seeking a proactive Executive Director to ensure successful planning, budgeting, and execution of the association's mission. This individual must be entrepreneurial, diligent, and organized. The successful candidate will have the ability to work collaboratively with PNDC's board, members, staff, and strategic partners. The ideal candidate will be a strongly motivated entrepreneur with a passion for business (specifically with manufacturing and technology firms), association management experience, and knowledge of the defense and security contracting industry.

Essential Job Functions - Responsibilities:

- Oversee association's day-to-day operations and staff in Portland and Puget Sound
- Conduct proactive outreach to retain current and recruit new member companies
- Make periodic visits to member companies to maintain a positive, collaborative presence and to continually solicit opportunities for improvement
- Serve as the primary spokesperson for the association and respond to public inquiries and contacts in a timely manner
- Work closely with Board of Directors and Executive Committee to execute strategy and plans
- Extensive travel within the Pacific Northwest Region, some travel to other parts of the USA as required; periodic after hours work
- Manage implementation of the association's budget, and oversee future budget planning and development
- Secure outside resources (including event sponsorships) and grant funding
- Collaborate with regional organizations, associations, industry leaders, and government officials to promote the interests of the association and its member businesses
- Supervise and coordinate a variety of programs
- Manage and develop the board and committees to further the association's mission
- Consult with member companies on government contracting and marketing strategies, connect business leaders with mentors and solutions
- Ensure that the association maintains positive and productive relationships with media, governmental agencies, sponsors, and other organizations. Represent PNDC with members' best interests in mind
- Supervise up to nine full and part time staff
- Effectively create and implement development plans for staff and structure to support organizational growth
- Lead engagements with outside business service partners

Education and Experience: (Knowledge, skills, & abilities)

- Association management experienced strongly preferred
- Proven outreach, sales, and/or marketing experience
- Experience with government affairs, political advocacy, and commerce policy strongly preferred
- Proven ability to communicate effectively – orally, in writing, and through public presentations – with people of diverse ages and backgrounds, in groups and individually
- Proven ability to positively solve problems and effectively lead a team
- Ability to read and interpret financial statements is required; experience with managing a budget and operating plan is required
- The ability to effectively manage multiple projects simultaneously is required
- Understand business and economic concepts
- Ideal candidate will possess manufacturing work experience or familiarity
- Ideal candidate will possess government procurement experience or familiarity, especially with defense, security, and aerospace contractors
- Possess computer literacy sufficient to use various software programs, Internet, and email to produce correspondence, documents, and reports required by the position
- BS or BA required, MBA preferred
- Prior military experience preferred

[**APPLY NOW**](#)

SIGMADESIGN is an Equal Opportunity Employer