



The Global Mark of Distinction in Alternative Investments

JOB TITLE: CHIEF EXECUTIVE OFFICER

Overview

The Chief Executive Officer (CEO) is responsible for providing strategic leadership for the association by working closely with the Board of Directors and other management to provide financial oversight, staff management, strategic planning and public/media outreach, to ensure continued growth and global expansion.

The CAIA Association has had a successful first ten years. The new CEO will build on that success, defining the vision, strategy, and execution for the next ten years.

While the CAIA Association is a global not-for-profit organization, strong financial performance is crucial to delivering best-in-class services to its members, and the CEO will be expected to have strong commercial credentials and skills.

The CEO will be directly accountable for the growth, reputation, and financial strength of the Association through their tenure.

Responsibilities

Strategic Planning

- Evaluate and advise on the impact of long range planning, introduction of new programs and strategies.
- Provide strategic financial leadership.
- Provide leadership in program development, organizational plans, and financial strategy with the Board and Management Team.

Public/Media Outreach

- Represent association, its mission, and activities in public and private forums and with the press across the United States and the international community.
- Promote CAIA designation and ensure its recognition as the global mark of distinction in alternative investments.
- Build alliances with other industry leaders.
- Promote growth and membership participation.



The Global Mark of Distinction in Alternative Investments

Organizational Oversight

- Organize, direct, and evaluate the organization's fiscal function and performance.
- Direct, plan, and implement policies, strategic objectives, and activities that ensure efficient, long-term operations.
- Appoint line managers, and define their roles and performance indicators.

Staff Management

- Direct a diverse association with a wide range of global organizational responsibilities including business development, marketing, member and candidate services, curriculum and exam, operations, and international services.
- Provide strong and flexible leadership that encompasses respectfulness, trust, character, persistence, and team building.
- Guide Management Team in the development of policies and procedures that maintain a climate that attracts, retains, and motivates a diverse staff of top quality people.

Organizational Relationship

- This position reports directly to the Board of Directors

Profile

- Senior, and at least mid-way through career
- U.S.A. resident, or prepared to relocate to U.S.A.
- Substantial senior management experience in a highly diverse cultural environment
- Recognized and experienced people manager
- Demonstrable success in sales or business-building
- Strong visibility within one or more fields of alternative investment and strong personal credibility within the industry
- Capable and willing to travel extensively and maintain a high profile

Additional qualities

The successful candidate may possess some of the following characteristics:

- CAIA designation or willingness to achieve it
- Geographically mobile career to date
- Strong and senior international network
- Media experience and visibility
- Experience of fiduciary responsibility for alternative portfolios