



INTERNATIONAL CITY/COUNTY
MANAGEMENT ASSOCIATION (ICMA)

CEO/EXECUTIVE DIRECTOR



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ABOUT ICMA

Founded in 1914, the International City/County Management Association ([ICMA](#)) is the premier leadership and management organization that advances professional local government throughout the world. ICMA is committed to the preservation of the values and integrity of representative local government and local democracy and is dedicated to the promotion of efficient and effective management of public services. To fulfill the spirit of this commitment, ICMA works with its more than 13,000 members to maintain and enhance public trust and confidence in local government, to achieve equity and social justice, to affirm human dignity, and to improve the quality of life for the individual and the community.

While U.S. based, ICMA is committed to global engagement and along with a network of more than 30 countries from Australia to Zambia, ICMA leads and coordinates [technical assistance projects](#), fosters professional exchanges and scholarship programs as well as organizes internationally focused events. ICMA provides education, research, and advocacy to local governments and has a global network committed to advancing professional local government.

Governed by a 21-member Executive Board representing U.S. and international regions, ICMA is a richly diverse organization of local government managers/administrators, assistants, department heads and others, all ascribing to a Code of Ethics <https://icma.org/ethics> and core beliefs that underpin the delivery of local government services.





Code of Ethics

The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every member of ICMA, who shall:

TENET 1

We believe professional management is essential to effective, efficient, equitable, and democratic local government.

TENET 2

Affirm the dignity and worth of local government services and maintain a deep sense of social responsibility as a trusted public servant.

TENET 3

Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.

TENET 4

Serve the best interests of all community members.

TENET 5

Submit policy proposals to elected officials; provide them with facts, and technical and professional advice about policy options; and collaborate with them in setting goals for the community and organization.

TENET 6

Recognize that elected representatives are accountable to their community for the decisions they make; members are responsible for implementing those decisions.

TENET 7

Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.

TENET 8

Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.

TENET 9

Keep the community informed on local government affairs. Encourage and facilitate active engagement and constructive communication between community members and all local government officials.

TENET 10

Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.

TENET 11

Manage all personnel matters with fairness and impartiality.

TENET 12

Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.

Adopted by the ICMA Executive Board in 1924, and most recently revised by the membership in April 2023.





ICMA QUICK FACTS:

Founded: 1914

Members: 13,800

Budget: \$34.5 Million

Staff: 100

ICMA MISSION

To advance professional local government through leadership, management, innovation, and ethics.

ICMA VISION

To be the leading association of local government professionals dedicated to creating and sustaining thriving communities throughout the world.

ICMA CORE BELIEFS – WE BELIEVE IN

- 1. Public Service:** including the stewardship of democratic principles and the efficient and transparent use of public resources.
- 2. Ethics:** as the core of professionalism in local government leadership and management as outlined in the ICMA Code of Ethics
- 3. Council-Manager Form of Government and Professional Management:** as the preferred local government structure
- 4. Equity and Inclusion:** ensuring that local governments are inclusive and mirror diversity in communities.
- 5. The Continuous Pursuit of Excellence:** including professional development, life-long learning, networking, capacity building, knowledge sharing, and engagement.
- 6. Stewardship:** balancing resources including people, financial, social capital, and environmental so that communities are better than we found them
- 7. Leadership:** developing leadership capacity and attracting and developing future generations of leaders.



POSITION OVERVIEW

The CEO/Executive Director is the chief executive and administrative officer of ICMA, responsible for implementing the policies set by the ICMA Executive Board and delivering on the mission and goals of the organization. The CEO/Executive Director ensures that ICMA continues to meet the needs of its members, remains financially sustainable, and is recognized globally as thought leader in professional local government management.

The Association is governed by a 21-member Executive Board. They act in the capacity of directors, overseeing the organization's financial, member-related, and programmatic affairs and selecting the ICMA president. The board also enforces the organization's Code of Ethics, which governs the professional and personal conduct of the membership.

The ICMA Executive Board is made up of the president, president-elect, past president, and eighteen vice presidents. Three vice presidents are from each of the organization's five U.S. regions (e.g., the Northeast, Southeast, Midwest, Mountain Plains, and West Coast); with the remaining three vice presidents coming from countries outside the U.S.

The Association has had a full-time CEO/Executive Director since 1929. Reporting to the Executive Board, the CEO/Executive Director has the overall strategic and operational responsibility for ICMA's staff, programs, financial viability, and the execution of the Association's mission. The CEO/Executive Director is the Executive Board's primary point of contact.

ICMA's robust programs, membership engagement, conferences, webinars, and global initiatives are led and managed by an experienced and highly capable staff of approximately one hundred employees. The organization, based in Washington, D.C. operates in a "virtual first" environment with employees who are dispersed geographically. The organizational budget is \$34.5 million with revenues coming from membership dues, conferences, events, and sponsorships, grants, and contracts.





PRIORITIES AND EXPECTATIONS:

The next CEO/Executive Director will be joining ICMA at a critical juncture as the organization continues to adapt to a changing landscape in local government, domestically and internationally. The Executive Board has identified the following priorities and expectations for the next CEO/Executive Director:

- **Leadership:** Inspire, guide, and support both internal teams and external stakeholders, ensuring alignment with ICMA's strategic goals and mission.
- **Member Engagement:** Connect with members meaningfully, fostering active involvement and creating value for a diverse and global membership.
- **Partnership and Innovation:** Build and proactively maintain strategic alliances with partners, including state associations, strategic alliances, sponsors, branches, affiliates, and chapters to drive innovative solutions that meet the evolving needs of local governments.
- **Financial Stewardship:** Ensure the financial sustainability of ICMA, exercising prudent fiscal management and organizational governance.
- **Leadership Team Development:** Mentor and develop the leadership team and staff, fostering a culture of continuous improvement and future leadership readiness.
- **Program Development (Global):** Create and evolve programs that serve members' needs and enhance the impact of local government on a global scale.
- **Fostering a Virtual Culture:** As a leader, you will cultivate a culture of trust, accountability, and engagement, ensuring that all employees, regardless of location, feel connected to ICMA's mission and goals. You must be skilled at building relationships, ensuring transparency, and maintaining open communication through virtual means.
- **Effective Communication:** The CEO/Executive Director will prioritize clear, frequent, and accessible communication across all platforms: in-person, via virtual meetings, messaging tools, and collaborative software to keep the team informed and engaged. The leader must be adept at using technology to replace the in-person connection, ensuring alignment and focus.
- **Collaboration Across Distance:** You will promote and facilitate collaboration among remote and in-office employees, encouraging cross-functional teams to work together seamlessly, regardless of their physical location. Your leadership should promote the use of collaborative tools, ensuring that the organization maximizes innovation and efficiency in a virtual-first world.
- **Performance Management:** As the leader, you will develop strategies for managing performance in a virtual environment, setting clear expectations, monitoring progress, and providing ongoing feedback. Your approach will focus on outcomes and results, ensuring that the remote workforce remains motivated, productive, and accountable.
- **Organizational Assessment and Capacity Building:** The CEO/Executive Director will have experience in the review of organizational programs and core services, with the ability to effectively roll out change if appropriate, seeking staff's input and opinions and communicating with them regarding policy and/or procedural changes.

THE IDEAL CANDIDATE WILL:

- Be a pro-active, agile, and adept communicator who excels at articulating a clear vision and aligning diverse stakeholders behind shared goals. The next CEO/Executive Director is equally comfortable engaging with executives, local teams, and external partners, tailoring their leadership style to build trust and cultivate high-performance cultures wherever they operate.
- Inspire confidence and fosters collaboration across boundaries—geographical, cultural, and organizational. They bring an understanding of political and regulatory environments, international markets, and global trends. Their leadership is rooted in adaptability, ensuring they remain resilient and effective even in times of uncertainty or disruption.
- Be a visionary and strategic leader with a proven track record of success in dynamic and complex environments. The ideal candidate is adept at navigating the challenges of a global landscape and thrive in environments of constant change, innovation, and diversity.
- Demonstrate strong personal and professional integrity with a deep understanding and commitment to the ICMA Code of Ethics and the values of ICMA.
- Have experience managing a remote or hybrid workforce, with a deep understanding of the tools, processes, and leadership approaches required to ensure high performance, strong culture, and member engagement in a virtual-first environment.
- Embrace the opportunities to travel and appreciate a schedule that requires regular travel to members and partner organizations domestically and internationally.
- Demonstrate the ability to balance the membership connections, travel, and advocacy with the ability to keep abreast and fluent on issues inside the organization and maintain accountability of the staff and operations.
- Demonstrate cultural competence with the ability to understand and engage with diverse audiences and appreciate global perspectives, opportunities, and challenges.
- Be an approachable and empathetic leader, able to understand the stresses and demands of the membership and provide thoughtful guidance and critical resources when appropriate.





COMPENSATION, BENEFITS, EDUCATION AND EXPERIENCE

The position requires a bachelor's degree plus ten (10) years of Executive-level experience with progressively increasing responsibilities. A master's degree in business or public administration or organization leadership is desired; and local government experience is highly valued.

A background and understanding of association management is also preferred.

Salary will be competitive based on qualifications with the anticipated range between the upper \$300,000s to lower \$400,000s with a comprehensive benefits package available.

A peer group for the CEO/Executive Director has been established, and it includes similar public professional/membership associations. This comparative group will be used for total compensation that will be designed to meet the job requirements and attract a passionate and highly competent strategic professional.

HOW TO APPLY:

Interested candidates should apply online at GovHRjobs.com with a cover letter, resume, and contact information for at least five professional references by November 15, 2024. Applications will be reviewed as received, with virtual interviews by the search committee planned for mid-December; with final in person interviews anticipated for January 2025.

Confidential inquires may be directed to Charlene Stevens, Vice President, MGT, 320-262-0303, Mary Jacobs, Director, 520-905-8232 or W. Lane Bailey, Senior Consultant, 704-798.8221. ICMA is an Equal Opportunity Employer.