**Position Title:** Executive Director, Accredited Standards Committee (ASC) X9

**Reports to:**  Board of Directors, with direct report to Board Chair

**Position Overview:** The Executive Director is responsible for leading X9 to accomplish its mission of developing, establishing, maintaining, and promoting standards for the U.S. Financial Services Industry. This leadership role facilitates the delivery of safe, efficient, and innovative financial services and products.

Under this mission X9 fulfills the objectives to:

* Support (maintain, enhance, and promote use of) existing standards;
* Facilitate development of new, open non-proprietary standards based upon consensus;
* Provide a common source for all standards affecting the U.S. Financial Services Industry;
* Focus on current and future standards needs of the U.S. Financial Services Industry;
* Promote use of Financial Services Industry standards; and
* Participate in and promote the development of international standards through the International Organization of Standards (ISO).

The organization is very leanly staffed and is heavily reliant on volunteers from member and other organizations to accomplish its missions and goals.

**Key Responsibilities**

* Advocate the work of the organization and identify opportunities where X9 can provide additional value in the standards development process – both in the U.S and internationally
* Promote communications among members, as well as to prospective members, international colleagues and government officials
* Retain and grow membership base
* Enhance relationships with relevant industry bodies domestically and internationally, such as organizations involved in standards development
* Develop strategies to guide X9 to new levels of contribution and success in both the domestic and international communities
* Develop/maintain an effective governance model, with an emphasis on engagement of 600+ volunteers who contribute to the work of the organization
* Manage staff and administrative duties of the organization; interface with the X9 governance structure (i.e., the Board and Executive Committee)
* Resolve standards related issues (e.g., IP, political) among members
* Motivate staff and volunteers
* Maintain a positive, creative, inclusive and productive work environment
* Limited domestic and international travel is required

**Required skills/qualifications**

* Leadership and strong interpersonal skills
* Excellent verbal and written communication skills
* Strategic vision – ability to understand the “big picture” – while developing/executing relevant tactical plans
* Experience in a trade or professional Association or not-for-profit is a plus
* Experience in standards development and business experience in core industry domains (payments, securities and data security) are all strong pluses
* Experience in membership focused organizations, including motivating and facilitating large members of volunteers is a strong plus
* Ability to maintain a positive, creative and inclusive work environment where people and ideas are valued
* Risk taker – an entrepreneurial spirit with the ability to try new things to reach a goal
* Hands-on -- Must also be willing to perform any function that is required to support X9’s success
* Technical Knowledge - Must have a good working knowledge of the Internet and computer technology used to communicate with members and manage projects. Must be willing to embrace new technology that can aid the work of X9

The physical office will be maintained in Annapolis MD, at least for the short-term. (Current lease expires in about 3 years.) Office is within a 45 – 60 minute commute from the DC area. Combination of on-site and virtual work arrangements may be considered. Relocation assistance may be available.

Compensation package will be a combination of base pay, annual performance-driven bonus and benefits. Base pay is subject to negotiation, driven largely by the qualifications and experience of the candidate. A benefits package will also be negotiated in conjunction with any offer and will include health and disability insurance, vacation, 401(k).

Additional information on the ASC X9 organization may be found at [www.x9.org](http://www.x9.org). Resumes and cover letters may be submitted to [janice.florence@x9.org](mailto:janice.florence@x9.org).