



## JOB DESCRIPTION



### EXECUTIVE DIRECTOR

**Position Title:** Executive Director  
**Headquarters:** Princeton Junction, NJ  
**Position Location:** Virtual  
**Exempt/Nonexempt Status:** Exempt  
**Travel:** 20%

#### REPORTING RELATIONSHIPS

**Reports to:** Board of Directors (STA) and Steering Committee (USPF)  
**Direct Reports:** Cathy Medich, Director of Strategic Programs (STA) and Associate Director (USPF); Devon Rohrer, Programs Assistant (STA & USPF); Nicole Lauzon, Membership Administrator (STA & USPF). Additional staffing will be needed when in-person meetings resume following COVID-19.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

Lead the Secure Technology Alliance and the U.S. Payments Forum, two separate but related not-for-profit, multi-industry associations, to accelerate the widespread acceptance of security technology and advanced payments technology in the United States.

#### ROLE BREAKOUT

- 30% Management – Strategic business and financial planning for both organizations, staff development, oversee relationships with service providers and manage \$2 million dollar operating budget
- 20% Member Support and Sponsor Development – Consistently develop network in the industry and with all stakeholder groups, identify and engage member and sponsor prospects and support membership of both organizations
- 20% Operations – Engage with the Board of Directors and Steering Committee, drive event planning, draft public communications, manage all financial aspects of both organizations
- 20% Marketing Create marketing materials, represent organization and its members at industry events, speak publicly on behalf of both organizations
- 10% Public Relations – Manage relationship with public relations firm, engage in media interviews, write articles, respond to/manage trade press, engage in social media
- Other duties as assigned

#### DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of smart card and payment technologies and the industries that have adopted secure technologies including payments, mobile, identity, mobile driver's license, access security, and connected commerce markets
- Ability to lead diverse organizations in a constantly changing and virtual environment
- Excellent leadership, management, and organizational skills
- Familiarity with non-profit management, business practices and challenges
- Strong strategic thinking and business planning capabilities
- Demonstrated ability to generate growth and foster financial success
- Self-motivated to achieve results beyond expectations
- Excellent public speaking, and oral and written communication skills
- Strong understanding of public relations

- Ability to clearly and simply communicate complex topics
- Skilled in Microsoft Office, Word, Excel, and PowerPoint
- Experience in non-profit association management or running a business a plus

### **MINIMUM REQUIREMENTS**

Bachelor's degree, MBA preferred. Minimum of 10 years of work experience in payments, secure technology, or non-profit industry organization.

### **KEY RELATIONSHIPS**

Secure Technology Alliance Board, U.S. Payments Forum Steering Committee, 180+ member organizations, contract service providers, other standards bodies and organizations serving the payments and security industries, government agencies.

### **ABOUT THE SECURE TECHNOLOGY ALLIANCE**

The Secure Technology Alliance is the digital security industry's premier association. The Alliance brings together leading providers and adopters of end-to-end security solutions designed to protect privacy and digital assets in payments, mobile, identity and access, healthcare, transportation, and the emerging Internet of Things (IoT) markets.

The Alliance's mission is to stimulate understanding, adoption, and widespread application of connected digital solutions based on secure chip and other technologies and systems needed to protect data, enable secure authentication and facilitate commerce.

The Alliance is driven by its U.S.-focused member companies. They collaborate by sharing expertise and industry best practices through industry and technology councils, focused events, educational resources, industry outreach, advocacy, training, and certification programs. Through participation in the breadth of Alliance activities, members strengthen personal and organizational networks and take away the insights to build the business strategies needed to commercialize secure products and services in this dynamic environment.

### **ABOUT THE U.S. PAYMENTS FORUM**

The U.S. Payments Forum (the "Forum") is a cross-industry body focused on addressing issues that require broad cooperation and coordination across many constituents in the payments industry. This cooperation and coordination is vital to promote the efficient, timely, and effective introduction of EMV chip technology and other new and emerging payments technologies in the United States that protect the security of, and enhance opportunities for payment transactions within the U.S. Topic areas the Forum engages in include EMV implementation, tokenization, card-not-present transactions, encryption, and mobile and contactless payments.

The U.S. Payments Forum resulted from the expansion of the charter and activities of the EMV Migration Forum, which was formed by the Smart Card Alliance (now known as the Secure Technology Alliance) in 2012 to support the industry cooperation and alignment of the move from magnetic stripe technology to more secure EMV contact and contactless technology. The transition of the organization to the U.S. Payments Forum took place in August 2016.

The U.S. Payments Forum membership includes global payments networks, financial institutions, merchants, processors, acquirers, domestic debit networks, industry associations and industry suppliers.