

INTERNATIONAL CITY/COUNTY
MANAGEMENT ASSOCIATION (ICMA)

**DEPUTY EXECUTIVE
DIRECTOR AND
CHIEF OPERATING
OFFICER**



MGT

INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION (ICMA) DEPUTY EXECUTIVE DIRECTOR AND CHIEF OPERATING OFFICER

POSITION SUMMARY

The International City/County Management Association (ICMA) is seeking an experienced, strategic, and mission-driven executive to serve as its next Deputy Executive Director and Chief Operating Officer (Deputy/COO). Reporting directly to the CEO/Executive Director (CEO), the Deputy/COO will play a vital role in leading the organization in partnership with the CEO/Executive Director. The Deputy/COO will play an integral role in organizational leadership, guiding cross-functional collaboration, and advancing strategic initiatives that support ICMA's mission.

This individual will oversee key business lines and functions, facilitate decision-making on complex organizational issues, and act on behalf of the CEO/Executive Director as needed. As a senior leader and trusted advisor, the Deputy/COO will work closely with the Leadership Team and Executive Board to ensure ICMA remains agile, effective, and aligned with the evolving needs of its members and the local government profession worldwide.

The ICMA logo is displayed within a blue circular graphic. The logo itself consists of the letters "ICMA" in a bold, blue, sans-serif font, with a small square icon positioned between the "I" and "C".

ICMA



ICMA CODE OF ETHICS * 100 YEARS * ESTABLISHED 1924

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

ICMA MISSION

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

ICMA QUICK FACTS:

Founded: 1914

Members: 13,800

Budget: \$34.5 Million

Staff: 100

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.





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 democracy and is dedicated to promoting efficient, effective, and equitable public service delivery. 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.

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 fosters professional exchanges, and scholarship programs and 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.

In January 2025, the Executive Board appointed a new CEO/Executive Director to lead the organization into its next chapter. The Deputy Executive Director and Chief Operating Officer position will support that vision, strengthen internal alignment, and help advance ICMA's mission in a rapidly evolving environment.

THE OPPORTUNITY

The Deputy Director/Chief Operating Officer position is newly created out of a desire to strengthen internal operations as well as to assist the CEO/Executive Director in meeting the needs of the membership. Reporting to the CEO/Executive Director, the Deputy/COO will play a vital role in the continued transformation of ICMA, supporting the CEO in driving organizational strategy, innovation, and performance. This is a unique opportunity to help lead one of the world's premier associations committed to advancing professional local government and to ensure that ICMA continues to deliver strong value to its members across the globe.

This position will serve as a key partner to the CEO in translating vision into action, aligning operations with strategy, and advancing a member-focused culture grounded in collaboration, excellence, and equity. The Deputy/COO will work closely with the Leadership Team to guide operational priorities, ensure execution of strategic initiatives, and support high-performing teams in a virtual-first work environment. The role also provides the opportunity to represent the CEO internally and externally and to serve as acting CEO when needed.



KEY RESPONSIBILITIES

The Deputy/COO provides enterprise-level leadership and strategic oversight for the organization in partnership with the CEO/Executive Director. This includes direct supervision of key business lines and functional areas as assigned by the CEO/Executive Director. The Deputy/COO will support the implementation of ICMA's mission by coordinating strategic planning and performance measurement activities, aligning internal processes to improve efficiency and service delivery, and helping to position ICMA for long-term sustainability.

The Deputy/COO will also contribute to the organization's thought leadership, serve as a senior advisor on policy matters, and lead or participate in cross-functional teams addressing critical issues that impact members and local governments. With a strong emphasis on internal culture and accountability, the Deputy/COO will foster professional development, staff engagement, and operational excellence throughout the organization. It is expected that the Deputy/COO will have a presence in Washington D.C. as well as the availability to travel domestically and internationally.

INITIAL PRIORITIES

The Deputy Executive Director and COO will play a critical leadership role in advancing ICMA's operational, strategic, and cultural goals. While the position involves ongoing oversight of programs and people, the following initial priorities will require immediate attention and focus:

- **Lead the design and implementation of a new organizational business model**, in partnership with the CEO/Executive Director and Chief Financial Officer, that reflects changes in federal contract funding and positions ICMA for long-term sustainability.
- **Guide the development and implementation of ICMA's next Strategic Plan**, including engagement with the Executive Board and members at large and establishing measurable goals, aligning resources, and reporting progress to the CEO, Executive Board and membership.
- **Establish performance metrics and reporting systems across programs and business lines**, fostering a more data-driven, outcomes-based approach to management and decision-making.



QUALIFICATIONS AND EXPERIENCE

The ideal candidate will bring a solid foundation in public administration, operations, and leadership, with experience in both local government and nonprofit or association environments. This executive role requires sound judgment, cross-functional collaboration, and the ability to support a diverse, virtual-first workforce.

MINIMUM REQUIREMENTS INCLUDE:

- A master's degree in public or business administration or a related discipline.
- At least ten years of management experience with executive leadership demonstrated in complex organizations; experience in a nonprofit or association setting is a plus.
- Considerable knowledge of public administration, local government operations, and strategic organizational management.
- Experience supervising senior staff, managing interdepartmental operations, and supporting the development of organizational strategies and annual workplans.
- Demonstrated ability to provide leadership across functional areas of responsibility, ensuring alignment with strategic priorities and delivery of high-impact results.
- Strong interpersonal and communication skills, with the ability to collaborate across departments and with the Executive Board, staff, members, and partners.
- Demonstrated experience developing and managing performance measurement systems, setting team goals, and using data and metrics to drive continuous improvement.
- A commitment to collaboration, supporting staff development across a virtual-first work environment.
- Strong cultural competence and a demonstrated commitment to diversity, equity and inclusion.
- Experience working in both domestic and international settings is valued; appreciation of cross-cultural engagement and the global local government landscape is important.
- Willingness to have a presence in Washington D.C. and to travel approximately 25% of the time, including both domestic and international engagements.



COMPENSATION & BENEFITS

ICMA offers a competitive executive compensation package commensurate with experience and qualifications. The expected hiring range for the Deputy Executive Director and Chief Operating Officer is in the high \$200,000s to low \$300,000s, depending on qualifications and experience. A comprehensive benefits package is also provided, including:

- Medical, dental, vision, and prescription coverage.
- Health savings (with employer contribution), flexible spending, and dependent care accounts.
- Life and disability insurance.
- Retirement plan with employer contributions.
- Paid holidays, vacation, floating days, and sick leave.
- Wellness programs and professional development support.
- Additional information about ICMA's benefits will be provided to candidates selected for interviews.

HOW TO APPLY:

Interested candidates should apply as promptly as possible but no later than April 28, 2025, with a resume, cover letter, and five professional references at www.GovHRjobs.com. Confidential inquiries and questions may be directed to Charlene Stevens, Vice President, MGT, 320-262-0303, or to Mary Jacobs, Director, MGT, 847-380-3240 ext. 117. Interviews with ICMA are planned for May 21, 2025.

EEO STATEMENT

At ICMA, we strive to promote and sustain a culture of diversity, inclusion and belonging every day. ICMA is an equal opportunity and affirmative action employer. We do not discriminate in recruiting, hiring or promotion, and all qualified applicants will receive consideration for employment without regard to race, color, ethnicity, national origin, religion, sex/gender, sexual orientation, gender identity or expression, age, disability, protected veteran status, or on any other basis or characteristic prohibited by applicable federal, state, or local law. We proudly support and encourage people with military experience (active, veterans, reservists, and National Guard) as well as military spouses to apply for ICMA job opportunities.