

**U.S. FASTER PAYMENTS COUNCIL
EXECUTIVE DIRECTOR POSITION DESCRIPTION**

POSITION TITLE: Executive Director U.S. Faster Payments Council

WORKS WITH: Chair of the Board, subject to the direction of the Board of Directors

POSITION SUMMARY:

The Executive Director is the chief executive officer of the U.S. Faster Payments Council (USFPC). The position is responsible for overseeing the administration, programs and strategic plan of the organization, and will insure that the organization is compliant with applicable laws and regulations. The Executive Director is responsible for socializing and harmonizing the Faster Payments Council strategy with key stakeholders across the U.S. payments ecosystem. This position is a critical role in advancing faster payments as a means of delivering value for a diverse stakeholder community through the execution of successful business strategies. Other key duties include development of membership, fundraising, marketing, education and stakeholder outreach. The position works directly with the Chair of the Board of Directors; both the Executive Director and the Chair will follow the guidance and direction established by the full Board.

DUTIES AND RESPONSIBILITIES – Board Governance:

- Works with the Board to fulfill the organization’s mission and goals, while adhering to the corporation’s bylaws and guiding principles.
- Responsible for leading the USFPC in a manner that supports/guides the organization’s mission and goals as defined by the Board.
- Responsible for communicating effectively with the Board and providing all information necessary for the Board to function properly and make informed decisions.
- With the Chair of the Board, oversees organization of Board and committee meetings.

DUTIES AND RESPONSIBILITIES – Financial Performance and Viability:

- Develops resources and processes sufficient to ensure the financial health of the USFPC.
- Responsible for the fiscal integrity of the USFPC, including oversight of the Finance and Audit Committee, and submissions to the Board of both a proposed annual budget and monthly financial statements that accurately reflect the financial condition of the organization.
- Responsible for fiscal management that anticipates operating within the approved budget, ensures efficient resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for membership, fundraising and other initiatives that will increase participation in the organization and support the USFPC’s mission and goals.

DUTIES AND RESPONSIBILITIES – Organization Mission and Strategy:

- Works with Board and staff to ensure that the USFPC's mission and goals are fulfilled through programs, strategic planning and stakeholder outreach.
- Responsible for implementation and management of the USFPC's programs that carry out the organization's mission and achieve its goals.
- Responsible for strategic planning to ensure that the USFPC can successfully fulfill its mission into the future.
- Responsible for marketing and communications to enhance the USFPC's image and mission by being active and visible in the stakeholder community and by working closely with the media and other professional, civic and private organizations.

DUTIES AND RESPONSIBILITIES – Organization Operations:

- Responsible for effective administration of USFPC operations, including establishing employment/administrative policies and procedures.
- Oversees and implements resources to ensure effective operations of USFPC.
- Responsible for the review and approval of contracts for services, agreements, and other instruments made and entered into on behalf of USFPC.
- Responsible for the hiring and retention of a competent, qualified staff.
- Oversees committees and workgroups to provide overall direction and guidance that supports business strategy.
- Encourages broad-based participation and collaboration in the USFPC processes, including outreach to Financial Institutions, FinTechs, Network Operators, Businesses, Consumers, Regulators and others as necessary to achieve the goals of the USFPC.

QUALIFICATIONS:

- Five or more years of experience in a senior leadership role.
- Strong leadership skills, in particular the ability lead cross functional teams and inspire high performance from team members.
- Ability to convey a compelling vision of the Faster Payments Council's mission, goals, progress and future direction to the Board, staff, current and prospective members, volunteers and donors.
- Strong written and oral communication skills, including successful interaction with senior industry stakeholders.
- Strong public speaking ability.
- Ability to interface and engage with a diverse membership, stakeholders and donor groups, including a demonstrated capability to manage and resolve conflicts among stakeholders.
- Strong understanding of the digital and mobile payments market and of current and emerging payment schemes and technologies.
- Successful track record working with national and global payments providers.
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting.
- Strong organizational abilities including planning, delegating, program development and task facilitation.
- Knowledge of membership development, fundraising strategies and donor relations unique to the nonprofit sector.