



 **HOBART INSTITUTE**  
OF WELDING TECHNOLOGY

INVITING APPLICATIONS FOR THE POSITION OF:

## **President/Chief Administrative Officer**



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## Introduction

The Hobart Institute of Welding Technology (HIWT), located in Troy, Ohio, is seeking an accomplished President/Chief Administrative Officer with a proven, successful management record and a demonstrated commitment to technical educational excellence. The Institute's most recent President/CAO served HIWT in this role for nine years. HIWT is a 501(c)3 non-profit educational organization and is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC No. 000403). This highly acclaimed organization is committed to the advancement of welding instruction and technology. The Hobart Institute has a proud 93-year history and is recognized internationally as a leader in its field. HIWT provides certificated 24- and 40-week educational training to new welders as well as additional certifications and custom training in advanced welding technologies for more advanced students and experienced welders. The Institute additionally offers onsite and in plant corporate training to a Who's Who list of manufacturers as well as preparation coursework necessary to become an American Welding Society, certified welding inspector.

The Institute is well positioned for continued growth due to its outstanding reputation and its I-75 corridor location, situated between Dayton and Toledo, Ohio. Interstate-75 serves as a major route of commerce for manufacturers from Canada to Florida and intersects with I-70 just 12 miles to the south. HIWT seeks an innovative, dynamic, professional who will build upon the progress and achievements of the Institute's rich history in fostering a continued spirit of innovation and advancement for the Institute's top leadership position in welding technology related education and training.



The HIWT Troy, Ohio, campus comprises over twelve acres and encompasses more than 150,000 square feet of well-maintained facilities, including a modern welcome center, welding labs, classrooms, corporate training center, and administrative and student support service areas. The Institute has established relationships with Edison State Community College – Piqua, Ohio, Sinclair College – Dayton, Ohio, and Ferris State University – Big Rapids, Michigan, for students desirous of transferring their earned educational credits toward an associate or bachelor's degree program. HIWT has trained over 100,000 welders throughout its history and currently enrolls 350-400 students per year.

The Hobart Institute of Welding Technology operates with a 2024 annual budget of \$12-13 million, has no outstanding debt, maintains healthy fund balances, and recently completed a major strategic investment by acquiring 64 acres of prime development acreage along I-75 in Troy. The next President/CAO will be leading an organization with a visionary expansion plan that will permit the Institute to maintain its prominent position of leadership in welding education and technology for decades to come.

**The Hobart Gallery of Welding History, opened in 2010, is home to our nation's largest dedicated collection of welding books and tells the story of the four thousand year history of welding.**



## Community

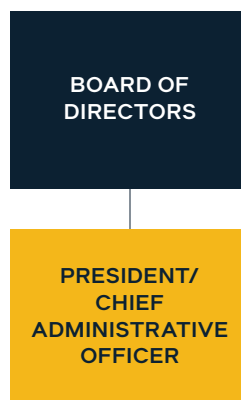
The Troy, Ohio, community (population 26,432) is home to the Hobart Institute of Welding Technology and has been throughout its rich 90 plus year history. The Hobart name is intertwined into the fabric of Troy in so many ways. The town has a picturesque, historic downtown with a unique water fountain/ traffic circle. It is home to the annual Troy Strawberry Festival, one of Ohio's largest festivals and boasts tremendous recreational assets, including the Hobart Arena hockey/entertainment

venue, Troy Memorial Stadium, and Miami Shores Golf Course. Troy is the County seat of Miami County and boasts a beautifully preserved, historic courthouse, one of the premiere legacy buildings in the region. The community is home to a thriving industrial base with many of its businesses working closely with the Hobart Institute. This attractive, safe, and friendly town provides a 'welcome home' feel to all incoming students of HIWT who come from near and far to attend this highly respected institution.



## Organization

The President/Chief Administrative Officer reports directly to the HIWT Board of Directors while serving as a non-voting member of the board. This individual develops and implements strategies aligned with the HIWT mission and effectively communicates with staff to achieve the goals of the organization.



This position is accountable for all day-to-day operations of the Institute and is responsible for financial oversight which includes achieving the annual plan, prudent asset management and compliance with fiscal audit standards.





## BOARD OF DIRECTORS

The Hobart Institute of Welding Technology has a capable and highly respected Board of Directors, comprised of individuals of various professional backgrounds, but with a singular committed purpose of continuing to enhance the proud tradition of the organization. The HIWT board has a reputation of strong fiscal management and a focused goal of providing tomorrow's business needs with the highest trained welders possible. The selection of a new President/CAO is a responsibility the board takes very seriously. Candidates for this position will be highly vetted and tested to assure they are truly the 'right fit' for this organization at such an exciting and pivotal point in its proud history.

## PRESIDENT/CHIEF ADMINISTRATIVE OFFICER

The President/CAO, appointed by the Board of Directors, oversees the day-to-day operations of the organization and is responsible for the appointment of all personnel within the guidelines established per the bylaws. HIWT employs 54 full time and 16 part time personnel who work under the overall direction of the President/CAO. The selected candidate will serve as the chief administrative officer of the organization and is entrusted with responsibility for all educational and training offerings, maintenance of all facilities and physical assets, and for conducting the affairs of the organization in a manner to maintain all accreditation standards and meet or exceed all federal and or state of Ohio regulations.

## Challenges and Priorities

Interviews with the Board of Directors, past and current management, and senior staff members have identified several key management traits and characteristics that will benefit the next President/CAO.

### LEADERSHIP/COMMUNITY ENGAGEMENT

The next President/Chief Administrative Officer needs to be highly visible and fully engaged with the Institute and the organizations and industrial partners it serves locally, regionally, and nationally. This person will need to be openly transparent with the Board of Directors and staff regarding the organization's decision-making processes and should be a positive, consensus-building influence upon others.

### EDUCATION/TRAINING

Education and training are hallmark commitments for the HIWT. Retention, recruitment, and competitive compensation of dedicated, committed staff is essential. The President/CAO will maintain an organizational culture of collaboration, openness, and accessibility, while developing clearly articulated goals in concert with a supportive and involved Board of Directors.

### TECHNOLOGY

The Hobart Institute of Welding Technology is totally vested in utilizing advanced technologies in support of all its operations. The incoming President/CAO will be well versed in technology applications that enhance the Institute's classroom training regimen and ready its students for the ever-changing demands of tomorrow's welding workforce. This same technology commitment must be applied to all the Institute's online, onsite and in plant corporate training endeavors in keeping HIWT's earned reputation as a global leader in the application of welding instruction technologies.

### VISIONING

The Board of Directors of the Hobart Institute of Welding Technologies has set a bold vision for the future of the organization with the recent acquisition of a 64-acre parcel of land fronting on Interstate 75, just minutes from the current facility. As HIWT approaches its 100th birthday an exciting vision for an entirely new educational campus is unfolding. The successful President/CAO candidate will need to possess the creativity, innovation, passion, and business acumen to lead this transformational, multi-year development.

## The Ideal Candidate Will...

- Be an excellent communicator at both the intra and interpersonal levels. This candidate will be a highly personable individual who is engaging and feels at ease speaking to and interacting with groups of all sizes and backgrounds.
- Possess a proven ability to work with and earn the respect and trust of leaders, peers, subordinates, and business associates.
- Develop a strong appreciation of the history and traditions of the organization they serve while embracing a creative and innovative approach for continued improvement.
- Be a fiscal conservative and an excellent steward of HIWT dollars while recognizing and creating opportunities to leverage public and private sector partnerships for the betterment of the overall organization.
- Have the economic development acumen and skillset to foster well planned, financially viable and beneficial growth initiatives for the Institute.
- Be a recognized/respected leader of all HIWT operations and personnel and bring a balanced management style of fairness and firmness.
- Be strategic in management approach and establish and articulate clear, achievable goals for the internal operations of the Institute and consistently and objectively monitor and hold subordinates accountable for their anticipated levels of achievement.
- Be transparent in dealings with the Board of Directors, subordinates, students, and business associates while always understanding the importance of upholding the Institute's reputation for honesty and openness.





## Education and Experience

A Bachelor's degree in Business/Public Administration, Welding, Industrial Engineering, Human Resources Management, or a related field with ten or more years of executive level business experience or equivalent combination of education and experience is desired. Thorough knowledge of welding standards, certifications and technical education is encouraged, as well as experience with 501(c)3 organizations.

The Hobart Institute of Welding Technology is a unique organization and candidates that bring a diverse array of applicable management experiences should be encouraged to apply for this outstanding career opportunity.

## Employment Conditions

The next President/Chief Administrative Officer is anticipated to be selected by May 1st, 2024, with a desired starting date within thirty days of appointment. Reasonable moving and relocation expenses will be provided. The Board of Directors anticipates hiring the selected candidate at a negotiated, starting annual salary within an estimated range of \$150,000–\$190,000, plus merit increase consideration, car allowance, and a highly competitive benefit package.

All candidates may be subject to a comprehensive background check, drug screen and medical examination. Ohio is an open records state and confidentiality of submittals cannot be guaranteed. The Hobart Institute of Welding Technology is an Equal Opportunity Employer.



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## HOW TO APPLY

*Questions regarding this position may be directed to:*

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Management Advisory Group, LLC  
P.O. Box 1915, Westerville, OH 43086  
Direct: 937-478-6385

[ghorn@themanagementadvisorygroup.com](mailto:ghorn@themanagementadvisorygroup.com)

Resumes/cover letters, along with recent salary history should be submitted by **March 15th, 2024**, to [ghorn@themanagementadvisorygroup.com](mailto:ghorn@themanagementadvisorygroup.com) for utmost consideration. Applications will be accepted until this position is filled.