



CardCoalition

## POSITION DESCRIPTION

# Executive Director – Card Coalition

## About the Card Coalition

The Card Coalition is a member driven association that identifies and responds to state legislative and regulatory activities relating to the payment card industry. The Coalition is a thought leader in the electronic payments space, with members from the industry's leading companies.

## Position Summary

The Executive Director of the Card Coalition serves as the chief executive and strategic leader of the organization, representing the collective interests of major stakeholders in the electronic payments ecosystem. This role is responsible for advancing the Coalition's public policy agenda, fostering collaboration among member companies, leading new member recruitment efforts and promoting the value and security of card-based payments to consumers, businesses, and policymakers.

## Key Responsibilities

### Strategic Leadership & Advocacy

- Collaborate with members to provide forward-looking leadership, setting a clear and compelling direction for the organization.
- Champions the development and execution of the Coalition's strategic plan, ensuring alignment with member priorities and industry trends.
- Serve as the primary spokesperson for the Coalition, advocating for the benefits of card-based payments in public, media, and legislative forums.
- Build and maintain relationships with state policymakers, regulators, and allied organizations.

### Public Policy & Government Relations

- Direct the Coalition's public policy initiatives, including legislative tracking, regulatory engagement, and coalition-building.
- Draft and deliver policy briefs, comment letters, and testimony on issues such as interchange, fraud prevention, consumer protection, and financial inclusion.

- Represent the Coalition in hearings, roundtables, and working groups with government agencies and industry partners.

## Member Engagement & Governance

- Facilitate collaboration among member companies, ensuring transparency, responsiveness, and alignment on key issues.
- Support the Board of Directors in governance, strategic decision-making, and organizational oversight.
- Organize regular member meetings, briefings, and strategic planning sessions.
- Partner with the Board of Directors to identify prospective members and lead member recruitment efforts.

## Operations & Financial Management

- Oversee day-to-day operations, including staff leadership, budgeting, and financial reporting.
- Manage external consultants and vendors.
- Ensure compliance with nonprofit governance standards and fiscal accountability.

## Qualifications

- Bachelor's degree required; advanced degree in public policy, law, business, or a related field strongly preferred.
- Minimum of 10 years of experience in public policy, government relations, or executive leadership within the financial services or payments industry.
- Deep understanding of card-based payments, including regulatory frameworks, market dynamics, and consumer impact.
- Proven track record in advocacy, coalition management, and stakeholder engagement.
- Strong leadership, communication, and negotiation skills.
- Experience working with trade associations, member-driven organizations, or multi-state organizations.

## Compensation

- This position is compensated through a management fee arrangement. As such, it is considered an independent consultant/contractor role. The management fee reflects the total compensation for services.

### To Apply:

***Send a resume and cover letter to Jim Nikolai, Card Coalition Chair, via email at [cardcoalitionsearch@gmail.com](mailto:cardcoalitionsearch@gmail.com).***