



Council for  
Interior Design  
Qualification



# Chief Executive Officer

Hybrid Position – Alexandria, VA

**DRi Waterstone**  
HUMAN CAPITAL

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# Council for Interior Design Qualification

The **Council for Interior Design Qualification (CIDQ)** is the premier organization responsible for the development, management, and delivery of the three-part NCIDQ Examination, which stands to test and gauge an interior designer's demonstrated knowledge and core competencies necessary for professional practice.

When a candidate successfully passes all three sections of the NCIDQ Exam and becomes NCIDQ Certified, not only are they demonstrating a strong commitment to preserving the integrity of the profession, but they are distinguishing themselves as an interior designer who is highly educated and able to competently design spaces that are not only appealing, comfortable and functional, but protect public health, safety, and welfare.

For over fifty years, the passage of the NCIDQ Exam has remained the highest and most credible certification standard for the industry.

NCIDQ Certification is the industry's recognized indicator of proficiency in interior design principles and commitment to the profession.

**IDFX**

Fundamentals Exam

**IDPX**

Professional Exam

**PRAC**

Practicum Exam

Developed and administered by the Council for Interior Design Qualification (CIDQ)



# Council for Interior Design Qualification

## Timeline of Milestones over 50 Years

### THE FOUNDATION

- 1974** NCIDQ was formally incorporated as a not-for-profit corporation — and served as the first and only organization administering an interior design qualification in North America
- 1975** NCIDQ published Guidelines for the Statutory Licensing of Interior Design Professionals. These guidelines were the first model statute for legal registration in the U.S.
- 1981** First job analysis survey of the profession of interior design to assess the knowledge and tasks required for practice. This is important as it establishes a data-driven methodology for the development of the exam — the job analysis survey is the blueprint from which the exam content is developed.
- 1982** Alabama became the first state to enact interior design legislation. *Alberta was the first province to enact ID legislation in 1960*

### THE BUILDING

- 1991** Louis S. Tregre Award created to honor the founding director, and to recognize the efforts of NCIDQ's grassroots volunteers
- 1997** NCIDQ launched a continuing education tracking program to meet legal registration and professional association requirements
- 1999** First Public Member added to the CIDQ Board of Directors
- 2000** NCIDQ transitioned to a 3-part exam, as a result of the most recent practice analysis  
NCIDQ Exam offered twice a year for the first time (spring and fall)
- 2009** NCIDQ created a 3-dimensional, interactive floor plan (HSW portal) of an office that shows design features that meet typical regulatory requirements, from fire-rated doors to wheelchair-accessible lavatory sinks

### THE EXPANSION

- 2013** 2013 Corporate name change — from NCIDQ to CIDQ; reflects our global presence and goals to broaden our reach  
Ambassador program launched — to be advocates in the public advancement of the NCIDQ
- 2017** CIDQ joins FARB (The Federation of Associations of Regulatory Boards)  
Computerized the NCIDQ Practicum Exam
- 2018** NCIDQ went global — now offered in 79 countries around the world  
CIDQ becomes a member of the Interprofessional Council on Regulation (ICOR) joining CLARB, NCARB, and NCEES in communicating the importance and value of occupational regulation

### THE PRESENT & THE FUTURE

- 2020** NCIDQ Exam Building Codes (“Q Codes”) used on the Practicum exam were replaced with sections of the more widely recognized International Building Codes (IBC) and related code sections in order to enhance public understanding of the rigor of the NCIDQ Exam
- 2022** Offered Remote Proctoring of IDFX and IDPX exams  
CIDQ and NCARB publish a collaborative report, the first of its kind, comparing architecture and interior design Practice Analyses and Examination Objectives  
Launched a new interactive 3D tool to give viewers a better understanding of the specific areas of public health, safety, and welfare that NCIDQ Certified interior designers impact regularly
- 2023** Twenty-eight states, DC and Puerto Rico, and all Canadian provinces have some level of legislation in place related to the regulation of the interior design profession  
CIDQ enters into a formal advocacy partnership with ASID and IIDA, the Consortium for Interior Design, to pool resources in pursuit of universal regulation of interior design  
Establishes DEI Scholarship Program to support underrepresented individuals in accessing the exam
- 2024** More than 37k NCIDQ Certificates issued to date  
Launch digital badging, which will enable NCIDQ Certificate holders to provide secure digital proof of their achievement and a verifiable demonstration of competencies and skills as a component of their online professional identity



Louis S. Tregre



# The Opportunity

CIDQ seeks a **Chief Executive Officer (CEO)** to lead and direct a forward-thinking organization and ensure a positive, team-based, goal-oriented culture. The CEO is the face of the organization and is responsible for the overall successful operation and fiscal integrity of CIDQ through demonstrated ethical leadership and management.

Reporting to and working closely with the Board of Directors, the CEO oversees an annual budget of approximately \$3.9M+ and leads a team of 7 employees. The CEO works with the Board of Directors to set priorities and has the responsibility to lead CIDQ's mission and vision, create and implement strategic plans, and identify and execute actions to meet objectives. Competitive candidates will demonstrate an ability to build and nurture relationships in the design community and with other Interorganizational Council on Regulation (ICOR) organizations (NCARB, CLARB, NCEES), member organizations and professional organizations. The CEO must have credibility in the accreditation world and have the experience and presence to raise CIDQ's presence in the space and among interior design and related communities. A passion for and experience in the occupational regulatory reform and legislative space is preferred.

The CEO oversees and manages the day-to-day operations of the CIDQ office and ensures the provision of efficient support services in the following key areas:

- ❖ Serve as the ambassador to member boards and advocate both on the regulatory and legislative fronts on their behalf.
- ❖ Lead, implement and direct the organization's strategic plan (currently in year one of a three-year plan) and initiate the review and new plan beginning in 2026.
- ❖ Communicate policies, procedures, administration, CIDQ's role within the profession, etc., with external sources including examination applicants and candidates, legislators, Member Boards, regulatory (licensing) agencies, coalitions, affiliated design organizations, sister regulatory organizations (CLARB, NCARB, etc.), and the general public.
- ❖ Implement decisions of the Board of Directors in a timely manner.
- ❖ Collect revenues from examinations, certification renewals, and other sources.
- ❖ Disperse funds for accounts payable promptly and distribute payroll in an orderly and timely manner.
- ❖ Apply check signing authority for CIDQ up to a maximum of \$15,000 per individual check.
- ❖ Enhance CIDQ's business and financial stability through strategic financial management and adherence to CIDQ's fiscal policies on time and in consultation with CIDQ's Finance Committee.
- ❖ Provide the Finance Committee with a detailed report of the actual, projected, and budgeted revenue and expenses including major contractual obligations and the CEO's professional development funds at the annual budget review and development meeting.
- ❖ Hire auditors, legal counsel, and other major contractors or vendors with the approval of the Finance Committee.

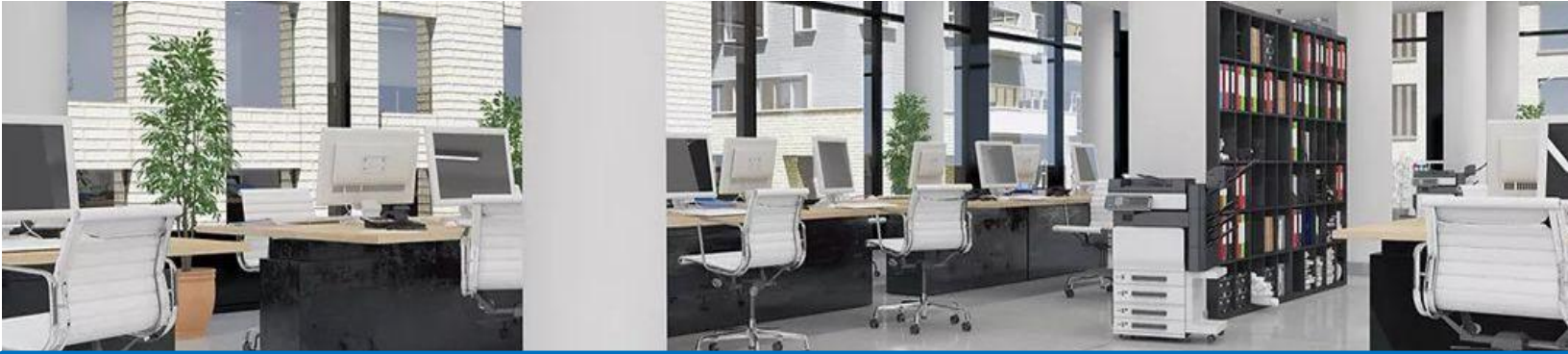


## The Opportunity (cont.)

- ❖ Provide for exam development, security, production, and administration.
- ❖ Research, provide, and maintain appropriate security for CIDQ's candidate and certificate holder database, exam database, and item bank in a secure location outside of the CIDQ office with a separate remote location away from Alexandria, Virginia for the same items.
- ❖ Promote awareness and acceptance of the CIDQ examinations and related publications through public relations, marketing activities, collaboration with other design associations and councils, representing CIDQ before regulatory bodies and coalitions, and act as a spokesperson for CIDQ.
- ❖ Act as secretariat to CIDQ and its committees and task forces by providing administrative support, conducting analyses in support of committee objectives, obtaining data to assist in matters of CIDQ, coordinating meetings, overseeing publication and distribution of meeting minutes promptly, and providing summary and statistical reports relating to the examinations.
- ❖ Provide operating objectives and corresponding administrative budget, establish and monitor staff performance standards, enforce standards of conduct (as outlined in the CIDQ Handbook), cost-effectively implement office systems, and establish automated procedures with management in a safe and healthy work environment for staff.
- ❖ Serve as the principal spokesperson and representative for the external relations of CIDQ. Engage in press interviews, speaking engagements, author blogs/articles, and other outward-facing communications.
- ❖ Ensure the meeting calendar is set prior to the beginning of the new year with the incoming President-Elect and disseminate to the Board at the first Board meeting of the new year.
- ❖ Decide with the President the Annual Meeting location.

### CEO Role Overview:

- ❖ Provide inspirational leadership, support, and direction to all employees with the responsibility and authority for hiring, training, managing, and terminating all office staff.
- ❖ Promote trust and accountability throughout the organization.
- ❖ Operate with a sense of efficiency and effectiveness.
- ❖ Promote a world-class internal culture that embraces views and is team-oriented.
- ❖ Train staff on the CIDQ Employee Handbook: A Guide to Our Policies, Practices & Beliefs.
- ❖ Work hand-in-hand with the Board President to ensure the organization is adequately managed to carry out the work plan voted and approved by CIDQ's Board of Directors.
- ❖ Collaborate with CIDQ's Officers and Board of Directors in offering counsel and recommendations pursuant to the implementation of CIDQ's policies, guidelines, procedures, and projects.
- ❖ Guide the Officers and the CIDQ Board of Directors in the adherence to the Council's Bylaws.
- ❖ Participate as a senior member of the Finance Committee chaired by the President-Elect and as such, report, clarify, analyze, compile, and communicate financial information promptly to the Finance Committee.



# The Candidate

The CEO will be an innovative, pragmatic, and strategic leader. The ideal candidate will be passionate about building relationships with its membership and allied organizations in the design, credentialing, and regulatory sectors. Candidates should also be direct, transparent, and approachable in working with CIDQ's small staff team which values collaboration and inclusivity.

Preference will be given to candidates with exceptional leadership backgrounds particularly as it relates to breaking into foreign markets (particularly in a credentialing context). The ideal candidate will also have credentialing experience and understand the nuances of the environment in which CIDQ operates. Familiarity with legislative and regulatory requirements at the state and provincial levels is desirable to complement and support CIDQ's advocacy efforts. Candidates with strong connections within the A&D community are also ideal.

## **Skills, Experience, and Qualifications**

- ❖ Bachelor's degree required; advanced degree preferred.
- ❖ Demonstrated speaking and presentation abilities and exceptional professional and interpersonal communication skills.
- ❖ Strong motivational leadership style with a high level of sensitivity, empathy, and emotional intelligence.
- ❖ Success and comfort working collaboratively with Boards of Directors, staff, and partner organizations.
- ❖ Excellent business acumen and financial literacy.
- ❖ Strong professional reputation and record of integrity, sound judgment, sense of accountability, and respect for established ethical standards.
- ❖ Strategic and innovative thinking capabilities.
- ❖ Collaborative problem solver that looks for win/win solutions for internal and external stakeholders.

## **CIDQ Chief Executive Officer (CEO)**

For any conflict that may arise between the Employment Agreement and this Job Description, the Employment Agreement shall prevail. For any conflict that may arise between this Job Description and CIDQ's Bylaws, the Bylaws shall prevail.



**Compensation:**

Salary Range: \$250k to \$300k

**Applications:**

Please submit your application to <https://driwaterstonehc.com/position/ceo-cidq/>

**Please direct inquiries and nominations to:**

Doug Trout, Managing Director - [trout@driwaterstonehc.com](mailto:trout@driwaterstonehc.com)

All first-round interviews for this position will take place via telephone/video conference.

DRiWaterstoneHC is an executive search and development consulting firm that recruits senior leaders and works with them to build talented teams, create bold strategic plans, and design powerful fundraising programs.

**CIDQ Employee Handbook:** It is the responsibility of the CEO to ensure that the CIDQ staff follows the guidelines set forth in the CIDQ Handbook. It is also the responsibility of the CEO to make sure that he adheres to all guidelines in the CIDQ Handbook to the extent that they do not conflict with or run counter to terms in the CEO's Employment Agreement. As the senior staff member and ex-officio Board member, it is appropriate and mandatory that the CEO display exemplary professional behavior in accordance with CIDQ's Code of Ethics.