

**Position Advertisement for
EXECUTIVE DIRECTOR
of the American Academy of Environmental Engineers and Scientists**

Job Description

2000-member, \$450K budget organization is seeking a part-time Executive Director to grow membership, revenue and programs. The ideal candidate must be a BCEE, BCEM or BCES and have a proven track record of organization management; financial leadership; building relationships; excellent management, organizational, communication skills; and marketing and business development. Position will supervise three staff members, oversee the Academy's Board Certification programs, implement the Strategic Plan, and work with 38 volunteer committees and the Board of Trustees. Must have the ability to serve as liaison and network with diverse organizations, support Board, volunteers and staff; and execute the organization's outreach and growth strategies on a limited budget. Starting salary commensurate with experience. Candidate must be a Board-Certified member of the Academy.

Organizational Summary

WEBSITE: <https://www.aaees.org/>

LOCATION: Annapolis, MD and via remote connection.

REFERENCES: <https://www.aaees.org/bylawsandpolicies>

Bylaws of the American Academy of Environmental Engineers and Scientists,
as revised and adopted April 24, 2015.

American Academy of Environmental Engineers and Scientists Policies and Procedures Manual,
Version 3.0, July 7, 2022.

VISION:

Leadership and excellence in environmental engineering and science.

MISSION:

Promote continual improvement in environmental engineering and science education and practice.

OBJECTIVES

The Objectives of the Academy are to support the Mission by:

- a) Ensuring the quality of and creating pathways for future EES professionals.
- b) Providing continuing education for all EES professionals.
- c) Certifying advanced professionals; provide public recognition of outstanding individuals and practices.
- d) Harnessing the technical expertise of our members to advise decision-makers and the public on the use of EES to improve and maintain the environment.

ORGANIZATIONAL PROFILE

The Academy provides Board Certification to Environmental Engineers and Environmental Scientists who meet experience and testing requirements. The Academy is the lead organization in the accreditation of environmental engineering and science university programs through ABET.

- 2,000 members: Environmental Engineers and Environmental Scientists
- 38 volunteer committees
- 36 Student Chapters
- 11 Sponsoring Organizations and 3 Affiliate Organizations
- 23-member Board of Trustees
- Executive Committee including Past President, President, President Elect, Vice President, Treasurer and two Board Members

KEY STRATEGIC INITIATIVES

- Increase annual recruiting of new members to 500 by 2026
- Reduce attrition of current members
- Increase recruiting of Student Members and Student Chapters
- Develop alternate sources of funding
- Grow Patrons Program to 10 members by 2024
- Increase the Academy's profile and recognition of the value of board certification in the professional community
- Expand current offering of workshops/webinars/technical conferences
- Increase membership diversity

Executive Responsibilities

CRITICAL TASKS AND RESPONSIBILITIES

The Executive Director:

- is an appointed officer of the Academy and a non-voting member of the Board of Trustees and the Executive Committee.
- reports to the Board of Trustees and serves under the direction of the President in order to fulfill the organization's mission through programs, strategic planning and community outreach.
- serves as Chief Operating Officer of the Corporation.
- serves as secretary of the Corporation, the Board of Trustees, and its Executive Committee and maintains their minutes.
- shall be responsible for the receipt, processing and admission candidates to the Member and Student Member categories.
- oversees and actively market the Board Certification program
- proper administer of all office activities pertaining to the admissions process
- coordinates strategic planning, implementation, and Board mobilization
- provides strong coordination and guidance to committees
- serves as liaison with sponsoring and affiliate organizations, the EES Foundation, CESB and ABET
- maintains a stable Patrons Program of 10 to 15 Patrons

STAFF SUPERVISED

- Program Manager
- Part time Financial and Membership Certification Manager
- Marketing Manager

Key Executive Competencies

LEADERSHIP AND PROFESSIONAL SKILLS

Personal qualities

- Integrity
- Is credible, consistent, and honest; places principles and values above short-term gain; follows the Academy Code of Ethics.
- Plans, organizes, follows through
- Understands and establishes priorities, assigns and follows through with staff, meets deadlines, communicates progress with those awaiting end results
- Plans, justifies, and prepares the budget for the Academy; accounts for and monitors funds and expenditures to ensure cost-effective programs and projects; assesses the financial condition of the Academy

Strategic direction

- Provides strategic thinking, planning, communications, and execution around the Academy Vision, Mission, and Strategic Plan; recognizes opportunities to help the organization accomplish its goals and mission; foresees opportunities for improvement.

Persuasive communication

- Prepares and delivers clear, convincing, and well-organized presentations and speeches to internal and external audiences. Persuades others to accept recommendations, ideas, or plans; gains cooperation. Able to influence others' behavior without using formal power.

Interpersonal leadership skills

- Demonstrates understanding, tact, and empathy for others; develops and maintains effective relationships; relates well to people in a variety of situations; appreciates cultural diversity, race, gender, disabilities, and other individual differences; works at knowing people to build trust with internal and external stakeholders

Teamwork

- Works effectively with staff and others to accomplish organizational goals. Fosters an atmosphere of cooperation. Values diversity and supports an environment of inclusion

MANAGEMENT SKILLS

Board mobilization

- Develops a strong partnership with Officers, Board members, Committee Chairs, and Staff. Works one-on-one with and makes best use of individual Board member strengths.

Financial and accounting knowledge

- Applies knowledge of generally accepted non-profit finance and accounting principles and other accounting regulations and their applicability to the organization. Is able to apply accounting and finance functions such as receivables, payables and investments.

Membership growth/marketing

- Explores and exploits potential areas for organizational growth. Develops new customer groups. Designs and implements marketing campaigns. Initiates partnerships and joint ventures with other organizations. Recommends product and service changes for maximizing visibility and new member potential. Manages relationships with Student Chapters.

Member relations

- Responds to concerns and inquiries from members.

Technical savvy

- Consistently seeks new ways to leverage technology in order to improve operational effectiveness and mission delivery; knows the capabilities of various technological options; identifies and recommends hardware and software.

Human resource management

- Ensures that all staff understands performance expectations and receive meaningful regular performance feedback. Ensures that all federal and state employment laws are followed.

Volunteer Management

- Tracks committee work and helps committee chairs stimulate productive work.

Selection Criteria

- Educational background. A bachelor's degree from a recognized college or university is required. An advanced degree, advanced degree coursework, and/or Certified Association Executive credential is a plus. BCEE, BCEEM or BCES required.
- Experience: Knowledge of non-profit organization operations.
- Communication Skills. Written, presentation and verbal skills, at an executive level. Good listener; able to follow discussion and contribute. Able to represent the organization as a public spokesperson.
- Relationship building. Evidence of ability to build positive relationships, both internal to the organization (staff and volunteers) and external (Sponsoring and Affiliate Organizations and the public).
- Management Skills. Demonstrated abilities in decision making, leadership, and strategic planning. Including ability to set priorities, track assignments, meet schedules, establish budgets, monitor finances, develop positive team relationships, provide regular constructive performance reviews, and create a work environment in which staff is encouraged and empowered.
- Marketing. Knowledge of methods for marketing of an organization's values and purpose including familiarity with current trends in social media, electronic communication, and use of computer-based data systems and business software.

APPLICATION CONTENTS (ELECTRONIC SUBMISSION ONLY)

The application should consist of a letter summarizing your attributes related to the Selection Criteria above, and a description of the approaches and goals you would bring to the position.

Include the letter and your curriculum vitae in a single PDF and send it to EDsearch@aaees.org.

APPLICATION DUE DATE:

Monday, November 28, 2022