

Position Description
NARST Executive Director
Applications due June 25, 2021 (5pm EST)

Email Application Materials to Search Chair (Gillian Roehrig roehr013@umn.edu)

Search Committee Members: Gillian Roehrig, Jerome Shaw, Knut Neumann, Dana Zeidler, and Valarie Akerson,

The Executive Director (ED) reports directly to the Board of Directors and is responsible for the administration and operations of the organization. The successful candidate is expected to develop deep knowledge of all NARST programs, operations, bylaws, and policies and procedures. Other key duties include fundraising, participating in strategic planning, and conducting outreach to other professional educational and scientific organizations. The ED is expected to attend both all Board meetings (annually in October and immediately prior to and after the NARST annual conference).

The NARST Executive Director would serve for an initial term of three-years, starting September 1, 2021. September 1 - October 14, 2021 is a transition and mentoring period where job responsibilities will be shared with the interim ED. Full responsibility for the ED position would start on October 15, 2021 at the October NARST Board meeting.

Responsibilities

The current responsibilities of the ED are described in the NARST policies and procedures manual as shown below:

Board Governance

- Supporting and guiding the organization's mission as defined by the Board of Directors.
- Supporting the Board of Directors' operations and management (serving as ex-officio of relevant committees; providing strategic direction and support for ongoing operations, as well as for new initiatives).
- Communicating effectively with the Board of Directors and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

Leadership & Management

- Monitoring ongoing programmatic excellence and ensuring a consistent quality of finance reporting and administration, communications, and systems; recommending timelines and resources needed to achieve strategic goals.
- Working with the Management Company and leadership to ensure effective systems to track membership, communications, updates to published NARST policy and procedures, and all financial transactions of the organization.
- Working with NARST's legal representative (as directed by the Board of Directors), the management company, and other relevant professionals as needed to ensure the health of the organization and compliance with respect to fiscal, legal, and insurance regulations.

Financial Performance and Viability

- Submitting to the Board of Directors a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Operating the organization programs and services within the Board of Directors approved budget, ensuring maximum resource utilization, and maintaining the organization in a positive financial position.
- Participating in fundraising and developing other resources necessary to support programs and services addressing NARST's mission.

Communications

- Representing NARST and its policies, both within the organization and to external bodies, as required by the Board of Directors.
- Communicating with the management company, board members, committee members, the publishing company, and other service providers to conduct the business of the organization.
- Working with web providers to deepen and refine all aspects of communications—internally and externally-- including the web presence for the organization.

Planning & Coordination:

- Working with the Management Company and Board of Directors to arrange two annual meetings of the Board of Directors (as well as any virtual meetings, as needed).
- Coordinating with the Management Company and Board of Directors to arrange the Annual International Conference, assisting with the submission and review of proposals, development of the conference program, and negotiation of contracts and other meeting logistics.
- Coordinating the election process and voting on behalf of the organization in compliance with the Bylaws and Policies & Procedures.

Compensation

Halftime position (20 hours per week) with a starting salary of up to \$60K.

Qualifications

The ED will be thoroughly committed to NARST's mission. The successful candidate will have proven leadership, organizational, and management experience relevant to this mission.

Requirements include:

- Previous management or administrative experience and oversight of multiple tasks and projects, including experience in dealing with budgetary, fiscal, and legal aspects of professional or academic units and/or organizations, and negotiation of contracts.
- Track record of effective leadership in professional or academic units and/or organizations.
- Excellent written and verbal communication skills; ability to work effectively in collaboration with diverse groups of people.
- Involvement in development and facilitation of strategic planning.

- Experience with coordination and management of large events, such as professional meetings and conferences.
- Ability to coordinate communications and connections across multiple and geographically dispersed stakeholders to generate collective action in service of the mission of NARST.

Preferred qualifications:

- Strong marketing, public relations, grant-writing, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships and promote function as a governance board.

Application Materials

CV, cover letter of relevant experiences, names and contact information of two references.