



## Executive Director – ACEC / SD

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### Position Purpose

Provide leadership for the ACEC South Dakota member organization to guide its projects and meetings, advocate for member organizations, provide professional development opportunities, and communicate to and on behalf of engineering companies in South Dakota.

### Essential Functions and Responsibilities

#### **MEMBERSHIP SERVICES**

- Directory Updating – Local and National: Prepare directories, brochures and websites and distribute materials as directed by the Board of Directors.
- Collection of Dues – Manage all aspects of dues and non-dues revenue to include invoicing, collection and recording funds.
- Meeting Arrangements – Arrange for Board of Director, General Membership meetings and membership seminars utilizing help solicited from committee members and member firms located in the community hosting the event.
- Educational Opportunities - Annually, outline a recommended list of educational opportunities (curriculum) related to various roles within a member firm (project engineer, project manager, principal, etc.).
- Membership Growth and Retention – Lead efforts in the solicitation of new member firms and retention of the existing member firms with assistance from the Board of Directors.
- Associate Membership Development – Lead efforts in developing an associate membership category for ACEC-SD by soliciting associate memberships from suppliers, contractors, or others as approved by the board.
- Emerging Leaders Program - Organize and facilitate a bi-annual Emerging Leaders Program to include candidate recruitment, presenter coordination and physical location requirements.
- Bylaws – Maintain and update the Bylaws of ACEC/SD to reflect the current organizational environment, laws and to reflect the current strategic plan.
- Handbook – Develop and maintain a member firm handbook.

#### **ACCOUNTING AND FISCAL CONTROL**

- Bookkeeping – Receive and post dues to accounts, transfer dues to ACEC, receive and pay invoices, maintain checking account and all other financial records of ACEC/SD.
- Financial Reports – Prepare reports including a Statement of Income and comparison of actual with budgeted amounts and distribute the se financial reports to the Board of Directors at meetings and as requested.
- IRS Reporting – Prepare and submit the required forms to the Internal Revenue Service

#### **ACEC COORDINATION**

- Clearing House – Receive and distribute as appropriate, correspondence from ACEC to member firms and inform ACEC of scheduled ACEC/SD meetings and functions. Request ACEC participation as appropriate.
- Membership – Coordinate with ACEC national with regards to membership recruitment and retention support, member records and invoicing, and national advocacy issues and avail yourself of support available to the Member Organizations from the national office.
- PAC Activities – Promote PAC activities and publicize the benefits and successes of ACEC/PAC so member firms can understand the value of contributing to the PAC.



- Minuteman Fund - Publicize the benefits and successes of ACEC Minuteman Fund effectively so that member firms can see and appreciate the value.

#### **COMMUNICATIONS**

- Newsletters – Prepare bi-monthly newsletters for distribution to member firms and selected other persons or organizations. Newsletters will contain articles of interest about member firms and current events affecting the business of engineering.
- Information Requests – Receive requests for information and respond or request input from the Board of Directors prior to responding, as the situation dictates. Executive Director is not authorized to respond to inquiries pertaining to the capabilities of a member firm to perform work or render opinions concerning fee structure or related information.
- Publication Sales – Maintain an inventory of all ACEC/SD publications and actively market these to member firms. Receive and fill orders and transfer proceeds to the appropriate account.
- Publication Printing – Advise the Board of Directors when publications require permitting and/or updating and arrange for and supervise the updating and printing when authorized. Maintain original “camera ready” masters of all publications. The actual updating of publications is not considered a portion of these duties.
- Website – Maintain the ACEC/SD website and update periodically as necessary.

#### **GOVERNMENT ADVOCACY**

- Meet with legislators and government officials to advance the objectives of the member organization and assist in creating an optimal business environment for member firms.
- Attend appropriate Legislative Committee hearings and legislative related meetings.
- Support or oppose legislation related to engineers and the business of engineering as authorized by the Board of Directors through testimony or arrangement of testimony by an appropriate member firm.
- Notify the Board of Directors and member firms of local, state, and national legislative activity.
- When state and/or national legislative activities merit the need, provide a legislative update via email and newsletter.
- Lead initiatives beneficial to member firms including meeting with legislative representatives as necessary to discuss the initiatives on the behalf of ACEC/SD.
- Coordinate a watch-dog and/or lobbyist to monitor prospective bill language at the state level and/or assist in developing bill language that protects engineering firm interests.
- Partner with like-minded organizations to influence bill language and advocate positions on bills.
- Hold a regular meeting in Pierre during legislative session. Develop an action plan to engage legislators.

#### **GENERAL FUNCTIONS**

- Perform specific duties and assignments as directed by the Board of Directors. Lead ACEC/SD based on the identified priorities with the current Strategic Plan. Independently identify tasks and opportunities to achieve the goals of the strategic plan.

#### **PUBLIC RELATIONS**

- Goodwill – Promote the profession of engineering and the use of ACEC/SD member firms whenever possible. Attend meetings and conventions such as the South Dakota Municipal League (SDML) Conference as directed by the Board of Directors.
- Press Releases – Prepare press releases, assisted by member firms as related to their needs regarding ACEC /SD activities or ACEC/SD member firms.
- Committees – Identify conferences and or municipal or legislative committees to be active in and if directed by the Board of Directors actively participate in said committees and conferences.



- Engineering Excellence Awards Banquet – Direct and coordinate the annual event with the assistance of the Board of Directors President and Program Committee.

#### **LIASON ACTIVITIES**

- Maintain liaison with the Association of General Contractors, South Dakota Municipal League, American Public Works Association, American Institute of Architects, South Dakota Society of Professional Land Surveyors, South Dakota Engineering Society, South Dakota Association of County Commissioners, South Dakota Association of County Officials, state, and federal agencies as directed by the Board of Directors. Discuss issues of common interest and coordinate meetings with ACEC/SD member firms the organizations as necessary.

#### **RECORD KEEPING**

- ACEC/SD Records – Maintain the active and historical records of ACEC/SD in a safe location.

#### **CLERICAL SERVICES**

General – Provide and fulfill any clerical duties as requested by the Board of Directors or and required in the execution of the duties of the Executive Director.

### **Qualifications**

- Proficiency in Outlook, MS Word, MS Excel, and PowerPoint
- Undergraduate degree related to administration, management, leadership, business or other suited to the responsibilities defined herein.

#### ***Preferences:***

- 3+ years with non-profit technical membership group or similar
- Experience within the engineering profession and/or private business
- Public speaking experience
- Lobbying and/or testifying experience during legislative session
- Experience with QuickBooks or other related accounting software
- Experience with Wild Apricot or other related website hosted membership software

### **Compensation**

- Compensation will be commensurate to credentials, experience, and comparable to similar positions in the market place. Each professional organization will contract separately with the hired executive director. Pay will be determined by each respective board.
- Director will not receive any benefits for life, medical and disability benefits, pension or profit-sharing or other retirement plan benefits, sick or vacation time off, or any other fringe benefits.

### **Apply**

Interested parties should send the following documents in pdf format:

- Cover letter of application
- Professional resume
- Three letters of recommendations related to duties described in the detailed job description

Mail printed copies of the above documents to:

Infrastructure Design Group, Inc.

Attn: Chad Hanisch

1111 N. Lake Avenue

Sioux Falls, SD 57104

The position will remain open until filled.