

EXECUTIVE DIRECTOR

SOUTH DAKOTA ENGINEERING SOCIETY

The South Dakota Engineering Society (SDES) is seeking an Executive Director to provide leadership, guidance, and serve as an advocate for Licensed Professional Engineers and the organization. We are seeking a self-starter who is motivated, passionate, and has excellent communication skills.

Essential Functions and Responsibilities

- Board of Directors Assistance
 - Assist the Board of Directors and officers of SDES with quarterly board meetings (attend in person when requested) and any special board meetings generally via conference call or WebEx. Work includes sending meeting invites to board members, chapter representatives, committee chairs, and appropriate guests, coordinate conference rooms/space, coordinate conference call-in or WebEx information, develop meeting agendas, and develop and distribute meeting minutes.
 - Monitor National Society of Professional Engineers (NSPE) and SDES activities at state, regional and national levels. Distribute information to appropriate individuals as necessary.
 - Provide general assistance and guidance to the State Board of Directors, State Chairs, and Chapter Boards as necessary.
- Accounting
 - Invoice and collect state member dues, maintain the books and financial records of SDES and process for payment all bills and obligations of SDES in accordance with the procedures and policies adopted by the Board of Directors.
 - Maintain Chapter and State records of all monies; transmit income to the various accounts, receive reimbursement and pay all bills associated with State and Chapter activities.
 - Maintain checking, savings, and CD accounts for the investment, deposit, and disbursement of all funds of SDES.
 - Prepare monthly, quarterly and year-end financial statements for the Board of Directors.
 - Prepare and file, or cause to be prepared and filed, local, state, and federal reports and returns on behalf of SDES as required by law and any other local, state, and national reports required by SDES's affiliation with NSPE.
- Conference Planning
 - General - Provide consultant services in connection with the SDES's Annual Conference and Fall Professional Development Hours Conference by leading a local committee of volunteers to plan, arrange, and execute the conferences. The following services shall be provided:
 - Prepare communications and notify all members via email or mailings concerning conference activities
 - Maintain conference contact database for vendors, advertisers, speakers, committee members, and venue contacts
 - Prepare solicitation letter to vendors and advertisers, mail out or email out, and compile responses.
 - Compile and prepare the conference program.
 - Negotiate and execute contracts with the convention host facility, caterers, and other vendors and providers.
 - Develop conference budget, document and pay conference expenses.
 - Document and receive conference revenues.
- Marketing/Communication
 - Lead the preparation of the newsletter to be electronically distributed on a quarterly basis. This includes advertising solicitations and payments.
 - Coordinate the promotion of SDES through the local chapters. Cause and maintain a promotional file of SDES activities. This includes all statewide programs and meetings, membership activities, promotions, public relations campaigns, and local help as needed to the individual chapters and new programs as directed by the SDES Board of Directors.
 - Maintain the SDES Website and social media accounts on a weekly basis.

- Attend four conferences and/or job fairs annually to distribute marketing material and discuss merits of SDES/NSPE to prospective members.
- Attend the NSPE annual conference each year.
- Membership
 - Director shall be the Membership Committee Chair. This includes but not limited to the following activities:
 - Coordinate with NSPE any mailing lists as requested by SDES or its members.
 - Coordinate with NSPE all membership information through the online database.
 - Contact past due members to remind them they are past due or understand reason for departure.
 - Invoicing state only members for dues.
- Policy
 - Participate in preparing testimony and/or testifying on behalf of SDES before governmental bodies and agencies and lobbying activities. Assist SDES's lobbyists during legislative sessions.

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

Miscellaneous

- SDES shall provide Director with adequate supplies of SDES letterhead, personalized envelopes, other personalized materials and shall pay directly for postage, printing, and all other direct costs associated with the provision of services required herein.
- Director is responsible to provide at their cost telephone and internet connection fees and long distance phone call costs.
- Director shall secure all necessary licenses for the operation of SDES business and to conduct such business in compliance with all applicable laws, codes and regulations.
- Director must maintain an employer identification number with the Internal Revenue Service and comply with all local, state, and federal tax laws applicable to the operation of a business.

Hours and Travel

- Position requires an average of 20 hours per week to complete the duties of the SDES Executive Director position as described.
- Some travel is required to board meetings, conferences, and other various society activities. Director will be reimbursed for out-of-pocket expenses and costs, plus the current IRS-allowable rate per mile for travel by automobile, or the actual cost of transportation for travel by air or other common carrier.

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.