

Executive Director

Job Description

Reports To: ACEC-KY/NSPE-KY Coordinating Committee

Position Status: At-Will

Position Purpose:

The Executive Director is responsible for the management of staff and the day-to-day activities of the American Council of Engineering Companies–Kentucky (ACEC-KY), the Kentucky Society of Professional Engineers (NSPE-KY), and the Kentucky Engineering Foundation (KEF). The Executive Director serves as an ex-officio, non-voting member on the boards of ACEC-KY, NSPE-KY, and KEF, and as Chairman of the ACEC-KY/NSPE-KY Coordinating Committee. This position is an important part of representing ACEC-KY, NSPE-KY, and KEF as very professional, efficient, and member-oriented organizations.

Roles and responsibilities include but are not limited to:

Product/Organizational Knowledge

- Comprehensive understanding of all of ACEC-KY, KSPE, and KEF member services.
- Comprehensive knowledge of ACEC-KY, KSPE, and KEF financial processes.
- Comprehensive knowledge of ACEC-KY systems and processes for membership management.
- Comprehensive knowledge of ACEC-KY, KSPE, and KEF systems and processes for events management.
- Comprehensive knowledge of ACEC-KY, KSPE, and KEF systems and processes for administrative support.
- Understanding of any other required knowledge regarding the services, systems and processes.

Operations – Financial Management

- Responsible for the financial well-being of the associations.
- Lead and Coordinate the annual budget development process for each organization.
- Ensure adequate revenue to sustain approved budgets for both associations.
- Develop and implement any new revenue programs/plans as needed and approved by Boards.
- Work closely with accountants to maintain accurate bookkeeping and quarterly financial reports.
- Oversee the annual dues process for ACEC-KY member firms.
- Ensure all programs and events are financially sustainable.

Operations – Membership Management

- Plan and execute membership recruitment efforts for both ACEC-KY and NSPE-KY.
- Evaluate and determine programming to enhance membership value.
- Ensure there is adequate value-added communications to the general membership
- Oversee staff duties related to maintaining membership database.
- Oversee the production and distribution of the quarterly Kentucky ENGINEER magazine and the monthly ACEC-KY e-newsletter.
- Oversee update and distribution of annual ACEC-KY and KSPE membership directory.

Operations – Events Management

- Oversee the planning, promotion, and execution of the following programs and events:
 - MATHCOUNTS
 - Leadership PE
 - ACEC-KY/KYTC/FHWA Partnering Conference
 - ACEC-KY Engineering Excellence Awards
 - NSPE-KY Annual Convention
 - Both ACEC-KY and NSPE-KY quarterly Board meetings.
 - ACEC-KY Annual Meeting
 - KEF Board of Directors' Annual Meeting
 - Kentucky Engineers' Golf Classic
 - Engineers' Advocacy Day
 - ACEC-KY PAC Leadership Circle
 - KEC Seminar offerings.

Operations – Legislative

- Register as a lobbyist with the Kentucky Legislative Ethics Commission.
- Coordinate and implement any legislative initiatives for each Board.
- Review and monitor all bills filed that could have an impact on the Boards' and/or their members.
- Manage the efforts of the Boards' contract lobbyists.

Operations – National Organizations

- Maintain regular communication and coordination with the National Society of Professional Engineers (NSPE) and the American Council of Engineering Companies (ACEC).
- Attend each associations' national conventions: two (2) conventions for ACEC and one (1) convention for NSPE.
- Coordinate and schedule Congressional meetings for ACEC-KY members during the ACEC Annual Convention and Legislative Summit in Washington, D.C.

Operations – Staff Management

- Monitor and manage the workload of KEC staff.
- Provide direction on task prioritization.
- Ensure staff is appropriately assigned to properly support and manage programs/events.
- Develop a teamwork environment among staff.
- Conduct annual staff evaluations.

Leadership & Developing Others

- Participates with Kentucky Engineering Center staff to set and reach higher goals in execution of tasks and in gaining work-related knowledge.
- Participates in strategy sessions with Kentucky Engineering Center staff to determine new or enhanced approaches for systems and processes that will enhance and improve member experience and benefits.
- Models development by continuously learning and applying new information about work-related knowledge and activities.

- Participates in formal continuing education through course-work, work-shops, seminars, etc. that as needed and approved.
- Empowers others to always strive to do their best, set and reach higher goals, and maintain a continual attitude toward growing and gaining knowledge.

Desired Characteristics (traits and behavior needed to perform job tasks with excellence and reflecting the values of your company):

- Self-motivated with strong initiative; ability to work independently as well as to operate in a team setting.
- Conscientious regarding attendance, punctuality, and quality of work.
- Exceptional attention to detail.
- Process-oriented
- Good decision-making abilities: determine issue variables and effective solutions in a timely manner.
- Ability to acquire and retain knowledge/information quickly.
- Good problem-solving skills.
- Excellent communication skills: ask clarifying questions, participate in active listening, deliver clear and concise information, direction, or instruction.
- Positive and energetic disposition.
- Willingness to do any task assigned.

Abilities Required (training, education, certifications, methods of task implementation):

- Experience managing staff and office operations.
- Ability to manipulate and utilize Microsoft applications (Excel, Word, PowerPoint)
- Ability to utilize basic computer tasks/functions (email, file directories, etc.)
- Ability to manipulate database systems.
- Ability to utilize basic Google products (calendar, email, Google Plus, etc.)
- Basic knowledge of mathematical operations.
- Experience with various financial items (bank statements, invoices, merchant services, etc.)
- Understanding of office operations.

Physical Requirements:

- Ability to lift at least 25 lbs
- Ability to stand and/or sit a minimum of four hours at a time
- Ability to work on a computer/laptop for a minimum of four hours at a time