

**SES – The Society for Standards Professionals  
Executive Director Position**

**Job Function**

Under minimal supervision, serve as the Executive Director for a multi-national society of standards professionals. Manage the society's finances, conduct day-to-day business for the society, manage and organize the annual conference, fulfill actions and directions of the society Board of Directors, and assist the Board of Directors in developing policies and strategies to achieve the mission, vision, and goals of the Society.

**Skills**

Proficient in Microsoft Office software and in database management.

Excellent communication skills, both written and verbal.

Strong customer focus.

Excellent organizational skills.

Experience managing multiple projects and tasks successfully.

Experience in event/meeting planning and logistics.

Demonstrated ability to work effectively both independently, and as part of a diverse team.

Basic bookkeeping skills, with knowledge of Accounts Payable/Accounts Receivable.

Skilled with staff hiring, goal setting, and supervision.

The following are a plus:

- previous experience serving as an Executive Director
- Basic HTML authoring
- AStd or CStd Certification
- Certified Association Executive (CAE)

**Job Responsibilities**

1. Administrative Management – Conduct day-to-day business and operations for the Society in accordance with the approved budget. Maintain society databases.
2. Financial Management – Manage the finances for the Society, handle the Society's revenues and expenses, and ensure that revenues and expenses are properly accounted. Manage membership invoicing.
3. Conference and Course Management – Arrange and provide support for the Society's Annual Conference and courses associated with the conferences.
4. Publications Management – Support others to develop, maintain, publish, and disseminate the Society's publication, and ensure the Society's publications are available and listed on the Society's web site.
5. Web Site Management – Work with others to maintain the Society information on the web site.
6. Certification Program Management – Provide the day-to-day services associated with the Society's certification program. Attain AStd certification within one year of hire, if not already certified.

7. Award Assistance – Support others in the Society’s awards program, and order and maintain award materials.
8. World Standards Day Support – Represent the Society on the US Planning Committee for World Standards Day, and coordinate all Society activities related to this event.
9. Liaison with Other Organizations – Represent the Society with other organizations and negotiate arrangements with other organizations for the promotion of the Society or the mutual exchange of information, promotion, or representation.

Some travel required.