

POSITION DESCRIPTION

JOB TITLE: Executive Director

GRADE/STATUS: Regular, Full-Time/Exempt

REPORTS TO: Board of Directors, via President

EFFECTIVE DATE: September 1, 2018

POSITION SUMMARY:

The Marine Technology Society (MTS) serves nearly 3,000 marine technologists, scientists and decision makers from industry, government, and academia from 39 countries. The Executive Director (ED), is part of a dynamic Society that advances marine technology development and research.

MTS offers members networking opportunities through meetings and conferences, opportunities to publish research in the MTS Journal, and volunteer leadership experiences.

MTS WORKPLACE VALUES

MTS believes in providing high quality member service by listening to our member needs, effectively responding to member requests in a timely fashion, and striving to improve member benefits.

MTS believes in excellence, honesty, integrity, and accountability and anticipates all employees will share those beliefs.

MTS believes in teamwork, collaboration, open communication and respect for all collaborators.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The ED reports to the Board of Directors, primarily through the MTS President however, the ED must also include the entire Board on matters critical to member interests, the organization and the fulfillment of its mission. The ED will use the Society's Strategic Plan and Implementation Plan as guidance. Serving as an *ex officio*, non-voting member of the Board, the ED works to ensure the Board and Society operate in a highly functional, efficient and effective manner. As the chief of staff, the position has responsibility for managing all MTS employees and the overall execution of Board policies. The ED has immediate responsibility for ensuring that all the MTS Policies are followed and that best practices are adopted for the effective operation of the headquarters function. The ED serves as the spokesperson for MTS in internal relations as well as some external relations as delegated by the President. The position presently supervises a full-time staff of approximately four, additional contractors and an annual budget in excess of \$1.5 million.

Principal Duties and Responsibilities

- Builds and maintains the Membership of MTS
- Develops and submits to the Board for approval an Annual Operating Budget
- Using the MTS Implementation Plan as guidance the ED informs the Board of Directors on issues, developments and actions, following up on and implementing Board decisions and communicating its decisions and directions to staff
- Works with the Board on MTS' strategic planning process, monitors and reports on progress and facilitates an annual review, identifying future trends affecting the field
- Oversees the creation/implementation of communications/membership marketing strategies to attract new members and enhance the value of membership to retain existing members
- Initiates for consideration, and upon Board direction (per the MTS Engagement Policy), maintains and develops relationships with appropriate associations, societies, organizations, agencies and coalitions, ensuring at all times that alliances have a clear purpose and a specific range of activities
- Serves as spokesperson for MTS as directed by the President and Board of Directors
- Promotes a positive image for MTS with the public and in the marine technology field, positioning MTS as a leader
- Maintains proactive communication and positive relationships with MTS Sections and Professional Committees
- Hires and supervises all staff, providing leadership that sustains increased customer service, effectiveness, productivity, entrepreneurial thinking and teamwork on MTS staff
- Conducts annual reviews of staff and tracking of progress of the individual in concert with the MTS Implementation and Strategic plans.
- Ensures efficient and cost-effective management of MTS office, staff and contractors.
- Provides timely and accurate reporting of financial information to the Board of Directors and the membership according to policies set by the Board
- Leads the annual budget preparation and reporting
- Works with the accounting staff and Treasurer, responsible for development of the annual financial budget

- Oversees publication of the “MTS Journal” and “Currents” newsletter and ensuring an updated, informative and user-friendly website for the society

Measures of effectiveness

- Increased MTS Membership and Membership retention; Visible progress in the implementation of a membership development, retention and enhancement program
- Improved operational and financial performance of MTS meetings, conferences, and other individual events (e.g. TechSurges, workshops, breakfasts, etc.)
- Expanded range of MTS’ strategic and operational relationships, making other organizations aware of where it is going and inviting their support and collaboration
- Increased specific member benefits and service offerings

QUALIFICATIONS:

- Association experience, especially with a technical professional society, is required.
- Proven management skills of a small dynamic organization are required.
- Leadership qualities and demonstrated success at increasing membership and growth are required.
- Bachelor’s degree is required, graduate degree preferred.
- Experience in marine technology or related field preferred.
- Success in strategic planning and implementation very helpful, as would be a proven track record in marketing and business plan development and execution.
- Public speaking, communications and outreach experience and success are highly desirable.
- Ability to travel required.

SALARY AND BENEFITS

- Commensurate with experience.

REFERENCES

- 3 professional references must be identified

ADA SPECIFICATIONS:

Must have the ability, with no supervision, to apply common sense understanding to carry out complex, multi-step instructions and make appropriate independent decisions as necessary. Regularly required to sit, frequently required to reach with hands and arms, walk, stoop, kneel, crouch, talk or hear. Must be able to lift objects up to twenty-five (25) pounds. Work mostly in a typical office setting with quiet to moderate noise level.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

ABOUT MTS

The Marine Technology Society was incorporated in June 1963 to provide members of academia, government and industry a common forum for the exchange of information and ideas. Our guiding purpose is:

“To promote awareness, understanding, advancement and application of marine technology.”

Today, MTS is a growing organization, boasting a membership of businesses, institutions, individual professionals and students who are ocean engineers, technologists, policy makers and educators.

Our mission is to:

Facilitate a broader understanding of the relevance of marine technology to wider global issues by enhancing the dissemination of marine technology information

Promote and improve marine technology and related educational programs

Advance the development of the tools and procedures required to explore, study and further the responsible and sustainable use of the oceans.

MTS's long-range vision is to be:

“The leading authority and advocate for marine technology and resources while promoting member success and public understanding.”

www.mtsociety.org