



Position Announcement

Executive Director

The American Society for Engineering Management (ASEM) is seeking candidates to fill the position of Executive Director of the Society. The Executive Director is the principal administrative official of the Society and serves as a member of the Executive Committee.

The responsibilities of this position include but are not limited to:

- Manage the day-to-day operations of the society
- Supervise the World Headquarters staff
- Provide liaison with the SMAP Center at the University of Alabama – Huntsville which provides contract services for the World Headquarters
- Recruit and hire contract staff as necessary
- Work with the Treasurer to ensure the fiscal viability of the society
- Evaluate and execute contracts on behalf of the Society including those related to insurance, contractors, publications, and conferences
- Work with Board of Directors to develop, enhance, and maintain the strategic plan of the society for value, growth and retention
- Coordinate the design, implementation and use of the society's strategic and operational performance measurement system
- Work with the Exec committee to define, monitor and adjust the overall operational annual plan
- Provide advice and support to the Associate Executive Director to achieve the goals of international expansion of the society
- Work with the Board and the Executive Committee in setting up strategic partnerships
- Provide assistance to international, regional and functional directors in carrying out their duties
- Advise the Executive Committee and the Board of Directors on operational matters
- Work with the Board and the Executive Committee to identify and promote society procedures and standards
- Administer the official records of the Society (such as the constitution and bylaws)

The successful candidate must be a member in good standing of ASEM and have demonstrated organizational management and leadership skills. Special consideration will be given to those candidates who already have already served on the Board of Directors or in other leadership capacities within ASEM or in comparable professional societies. This is a volunteer position. However, any pre-approved costs incurred related to the business of the society will be reimbursed.

Interested parties should submit an application consisting of a complete resume, a cover letter detailing their interests including a statement of their objectives and goals if selected and a recommendation from two members of the society before **10 April 2020**. The position will remain open until filled. Application materials should be submitted as email attachments to PresidentElect@asem.org with "Executive Director Application" in the message subject line.