

## **Executive Director, Mineralogical Society of America**

The Mineralogical Society of America (MSA) invites nominations and applications for the position of Executive Director. The Executive Director has overall responsibility for the administration and management of MSA, including day-to-day business operations, and society governance and programs, and for strategic planning to advance the mission of MSA.

### **About the Mineralogical Society of America**

MSA is a learned society founded in 1919 with headquarters in Chantilly, Virginia [www.minsocam.org](http://www.minsocam.org). Incorporated as a 501(c)3 non-profit corporation, MSA is governed by an 11-member elected Council. The Society has approximately 2,400 members in academia, government, and related industries, evenly divided between US and non-US addresses.

The Society's mission is the advancement of mineralogy, crystallography, geochemistry, petrology, and promotion of their uses in other sciences, industry, and the arts. It encourages fundamental research on natural materials; supports mineralogical education; and performs public outreach. MSA publishes a world-leading scientific journal, as well as a magazine, books, and a state of the art book series. It organizes short courses, lectureships, awards, grants, symposia, meetings, and outreach for professionals, students, and the public, and cooperates with other professional organizations.

### **Responsibilities**

The Executive Director has primary responsibility for recruitment, employment, and supervision of all personnel in the MSA Business Office. This individual works with the Officers, Council, committees, and appointed posts to enhance membership services and advance the goals of the Society. The Executive Director manages the office and an adjoining warehouse; and oversees the membership systems, services, and programs, the society's publications; the website and list serve; the annual meeting, short courses and workshops; and awards. This person maintains all official records and documents and ensures compliance with requisite federal, state, and local regulations.

### **Skills**

- Executive-level management experience in the non-profit sector, including finance, legal, contracts, and human resources
- Working knowledge of accounting, budgeting, cash-flow planning, audits, insurance, and federal, state, and local tax filings
- Working knowledge of spreadsheet, database, email, website, and word processing software
- Comprehensive understanding of the fiscal viability of a 501(c)3 scientific Society at the macro and micro levels
- Familiarity with scholarly publishing and publishing platforms
- Ability to work effectively with elected officers, society members, staff, volunteers, and the outside community
- In coordination with the Council, oversee and support the society's volunteer structure.

- Ability to develop and maintain relationships with external organizations and institutions, and members
- Ability to work independently, meet deadlines, accept guidance from Council and handle unexpected developments
- Event planning
- Maintaining metrics and evaluation tools to identify membership trends and needs, measure program impacts, and improve services

## Qualifications

- A bachelor's degree is required (major in earth or physical sciences preferred) together with at least five years' work experience that supports the requirements of the position
- Management or oversight responsibility of nonprofit, business, learned society or educational organization

## Position

This is a fast-paced and varied position that requires flexibility and initiative on the part of the Executive Director. The person is responsible to the Council, reports to and advises the Council on all significant matters relating to MSA business and ensures that all directives of the Council are carried out. The position is full-time exempt. MSA offers a competitive salary and compensation package commensurate with experience that includes generous employee benefits (health insurance, paid vacation, holiday, sick leave, employee assistance program, flexible spending account and retirement plan). The position is located at the MSA offices at 3635 Concorde Parkway, Suite 500, Chantilly, VA and may require minimum (10%) travel.

## Submission Guidelines

More detail about the job responsibilities is available at

[http://www.minsocam.org/msa/MSA\\_Office/MSA\\_ExecDir\\_job\\_description.pdf](http://www.minsocam.org/msa/MSA_Office/MSA_ExecDir_job_description.pdf)

To apply, please email a cover letter, resume and the names, and contact information for three references to [jaspeer@minsocam.org](mailto:jaspeer@minsocam.org).

Applications must be received on or before midnight (EDT) August 10, 2018 to be considered. Interviews are scheduled for 15–17 October 2018 at the MSA Offices in Chantilly, VA. The successful candidate must be available to start in early 2019.

The successful candidate for this position will be subject to a pre-employment background check. The Mineralogical Society of America is an Equal Opportunity Employer. No third-party inquiries please.

