

## **Society of American Military Engineers (SAME) and SAME Foundation Executive Director Qualifications & Position Description**

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### **QUALIFICATIONS (REQUIRED):**

- Served credibly in the engineer component of a uniformed service, government agency, or the A/E/C industry
- Strong leadership, communication, people and business management skills
- Ability to work effectively with executive leaders (uniformed services, government, industry, academia) within the architecture, engineering and construction (A/E/C) profession
- Position location is 1420 King Street, Alexandria, VA 22314

### **QUALIFICATIONS (DESIRED):**

- Retired Engineer Flag or Senior Officer, retired Senior Executive Service member, or a private sector executive equivalent (CEO, COO)
- Registered professional engineer or architect
- Held SAME leadership positions, ideally a SAME Fellow
- Government *and* private or nonprofit industry experience (A/E/C)
- Experience with Sales Force
- Fundraising and/or Foundation experience
- Experience volunteering either through SAME or other organizations

### **SUMMARY OF POSITION:**

The Executive Director of the Society is the chief salaried administrator of the Society, responsible for the effective operation and management of the Society to the Board of Direction, its Executive Committee and the National President. The Executive Director is an ex-officio member of the Board of Direction and the Executive Committee with responsibility for recommending policies and programs to carry out the Society's vision and mission and managing the national office staff (currently at 25 full time employees) with a budget of approximately \$10 million. The Executive Director also serves as Executive Director of the SAME Foundation which is separately incorporated and has a separate Board of Directors but is fully integrated for financial management and SAME program support.

### **Leadership**

- Brings passionate commitment and dynamic executive leadership to the organization.
- Guides the long-term strategic direction of the Society to sustain its impact and relevance.
- Leads from within by serving national volunteer leaders, especially the National Leadership Team (NLT), ensuring their success and inspiring others to seek national volunteer leadership.
- Inspires membership and staff with a strong vision of service to the nation, the Society and the profession.
- Formulates and executes policies, programs and procedures for the effective operation of SAME.
- Develops annual priorities to guide National Office contributions to the SAME Strategic Plan and guide the allocation of financial and staffing resources.
- Partners with the Society's Regions and Posts and stakeholders to promote Society initiatives and programs.
- Actively integrates the Society's national Communities of Interest (COI) to contribute as national resources.
- Guides and assists with the development and implementation of the Society's 5-year Strategic Plan.

- Develops and promotes mutually beneficial strategic alliances and partnerships.
- Develops and maintains educational programs of benefit to members and stakeholders.
- Through professional and personal conduct, sets a high ethical standard for the Society.

## **Governance**

- Maintains the Society's annual Governance and Management Review, ensuring thorough, effective, professional governance and management of the society and prompt follow up of Executive Committee (XC) decisions.
- Guides the preparation, coordination and execution of agendas and management updates for meetings of the NLT, XC, Board of Direction (BOD), and Foundation Board (Board).
- Serves as Executive Secretary of the BOD and Foundation Board and ensures appropriate record of meeting are promptly approved and published.
- Communicates regarding requirements regularly with the NLT, BOD, XC, Board and appropriate committees (Bylaws, etc).
- Provides an annual report to the Society reviewing significant activities and it's financial status
- Maintains an active dialogue with the SAME General Council and Treasurer to anticipate and address any Society liabilities. Takes appropriate actions to ensure SAME's compliance, transparency and adherence to the highest ethical, legal, financial and moral standards.
- Actively recruits viable candidates for national leadership positions by encouraging those worthy.
- Oversees the National Leadership Nomination process, ensuring a fair process that selects the best possible national leaders for SAME.

## **Staff Leadership and General Administration**

- Directs the national office staff and refines the staff organization structure to best meet the needs of the Society.
- Responsible for national office staffing and maintaining a fair, disciplined, performance management system that ensures staff understand their role in contributing to the strategic plan and results in an effective, high performing staff team that is recognized by all for their service.
- Provides staff with assistance, professional development, personal support: build a family team – retain talent – empower initiative.
- Ensures appropriate and clearly defined staff support to the SAME Foundation, Posts, regions, national Communities of Interest, the Academy of Fellows, and other committees, task forces and teams as appropriate.
- Provides a professional and safe working physical environment (facilities, IT, etc.) for the SAME National Office staff and SAME volunteer use.
- Establishes and enforces effective policies and procedures that contribute to productivity and staff teamwork.
- Manages the effectiveness of the Enterprise Management System (EMS).
- Maintains effective Human Resources consulting services.
- Maintains Directors & Officers insurance to manage volunteer leader and organizational exposure.

## **Membership Management**

- Plans and implements strategies to provide value for members.
- Conducts a professionally administered and analyzed Member Needs Assessment every three years (first in 2015).
- Monitors the quality and level of service provided to members by the National Office Staff.
- Maintains reliable membership information that is accessible by Society leaders, Posts, Regions and members.
- Collects dues and provides timely distribution of allocated portions to Posts

- Periodically reviews membership structure and dues and recommends changes as appropriate to the Board. Oversees and manages the impact of execution of changes.

### **Communications**

- Routinely keeps the staff and national leadership team informed of XD activities.
- Ensures effective and timely communication with members (RealTiME, etc.) is maintained.
- Serves as the publisher of *The Military Engineer* magazine, other publications, ensuring the highest standards of publishing are maintained.
- Informs membership of the Board of Direction and Executive Committee decisions.
- Provides a detailed, thoughtful, accurate Annual Report to Members at the Annual Meeting BOD (JETC). Publishes the written report in the July/August TME; provides a video version for Posts to use for recruiting and informing members of SAME's status.
- Oversees the Society internet-based communications (web, social media, etc.) and national office support for, integration of, and quality of Post web sites.
- Oversees the development of SAME's Brand.

### **National Event Management**

- Reviews and approves contracts for hotels and other event support. Manage all risks associated with major event concept, planning, preparation and execution.
- Efficiently and effectively conducts conferences, workshops and other major events hosted by SAME to achieve high levels of attendee satisfaction and deliver strategic plan impact.
- Maintains a disciplined event milestone management system to ensure uninterrupted planning and execution in should a staff member become incapacitated.
- Develops effective and creative ways to deliver value (eg. well known keynote speakers, etc.).
- Prepare SAME volunteer leaders, especially the NLT, through National Event Play Books that ensure the event is fully leveraged to support Society needs and individual volunteer (day job) needs.

### **Financial Management**

- Accountable for the financial health of the Society in accordance with Generally Accepted Accounting Principles (GAAP).
- Contracts for independent auditing and tax services (combined for SAME and the Foundation) and ensures timely, transparent and accurate reporting and filing.
- Secures other financial and management consultant services as necessary.
- Responsible for preparing and executing the national office budget.
- Ensures the Society's assets are safeguarded.
- Ensures the Joint (SAME and Foundation) Investment Committee is appropriately staffed and maintains strong oversight of the Society's and the Foundation's investments (reserves), ensuring the Society's investment policy guidance (IPG) is effectively employed.
- Ensures the effective execution of the policy that governs how the Society requests, budgets and executes Foundation support for SAME programs.
- Manages the use of the Society's excess reserves and the Home Fund.
- Closely manages dues. Goal is to cover the cost to serve members while delivering the value expected for dues paid.