



RE: SES Managing Director Position

The SES Board of Directors (BOD) is considering a Managing Director position to provide a more focused and active Society. The Managing Director will report to the President on behalf of the BOD to effectively accomplish the growing needs of the SES that cannot be accomplished on a volunteer basis.

Therefore, the BOD would like to invite any SES member in good standing who has the necessary qualifications to email your qualifications to the SES Secretary at sessecretary@gmail.com.

The duties of the SES Managing Director are as follows:

Facilitate the day-to-day operations of the Board of Directors;

- Facilitate regular Board meetings and standing committee meetings;
- Work with the Secretary to prepare agendas, record minutes (if necessary), finalize and distribute minutes;
- Organize BOD documents and records in a cloud-based app (e.g., G Drive);
- Create and implement a new Board member orientation program;
- Work with the Secretary to solicit candidates, prepare ballots, tally results, and announce results on behalf of the Governance Committee, Hall of Fame Committee, and others as directed by the BOD; and
- Other duties as the BOD may assign.

Financial Duties:

- Work with the Treasurer to:
 - Prepare and track operating budgets;
 - Prepare balance sheets and income/expense statements;
 - Manage cash flow;
 - Facilitate and manage supplier solicitations, supplier selection, negotiate purchase agreements and manage contract performance;
 - Develop recommendations for and implement electronic payment and banking capabilities;
 - Process credit card receipts;
 - Ensure that SES complies with all legal requirements as a non-profit organization; and
 - Support the preparation and review of income tax returns.



Technology Duties:

- Define requirements for, solicit quotations, evaluate quotations, and procure membership management software;
- Set up and populate the selected membership management software;
- Maintain a membership database and promotion list database;
- Maintain a membership directory which will be posted on the SES website;
- Work with the SES website webmaster to maintain and update information as necessary;
- Set up and facilitate teleconferences and webinars; and
- Manage social media accounts (LinkedIn, Facebook, Twitter, etc.).

Membership and Recruiting:

- Create and implement a marketing campaign to stimulate membership growth, vitality and retention;
- Evaluate membership retention annually; and
- Survey the membership periodically and as necessary to identify member needs and successes.

Qualifications

- At least 10 years' experience as a leader in an organization involved with source emissions testing;
- At least five years' experience as an SES BOD member or standing committee member; or at least five years' experience as a leader and/or officer (paid or volunteer) for a non-profit educational organization of membership size similar to SES;
- Strong organizational and leadership skills;
- A high level of proficiency with technology including Microsoft Windows and Microsoft Office applications (especially Word, Excel and PowerPoint), webinar and teleconferencing/webinar applications (GoToMeeting, Skype, WebEx, Zoom, etc.), on-line voting platforms, cloud-based document storage platforms, and social networking platforms;
- Firm understanding of accounting and procurement principles and practices; a high level of proficiency with QuickBooks accounting software;