



# Executive Director

American Society for Engineering Education

## LOCATION

ASEE Headquarters, 1818 N. Street, NW, Suite 600, Washington DC 20036

## SUMMARY

The Executive Director must be a compelling, articulate leader who effectively contributes to fulfilling ASEE's vision of serving as the premier multidisciplinary society for individuals and organizations committed to advancing excellence in all aspects of engineering and engineering technology education. He or she will combine the ability to think and act strategically with substantial operational and fiscal skills. In concert with the Executive Committee of the ASEE Board of Directors, the Executive Director will help set the goals for the organization, commit to their achievement, and direct the activities necessary to ensure success. The position requires proactive management, sound fiscal judgment, and a commitment to inclusivity and diversity. The Executive Director must be able to inspire and guide a strong, experienced staff team and work collaboratively with the Board of Directors.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### The Executive Director shall

- provide visionary and exemplary leadership for ASEE
- adhere to the highest ethical standards and in all instances represent ASEE in a manner that reflects positively on the organization
- be responsible to and report directly to the Executive Committee and ultimately to the Board of Directors of ASEE
- collaborate with the Board and its leaders to provide strategic direction for ASEE and translate it into actionable goals
- establish and maintain policies and guidelines to ensure the fiscal viability of the society
- establish and maintain positive and constructive relationships with ASEE's members and constituencies
- effectively lead and manage the staff and maintain positive staff morale
- interact collaboratively with the volunteers, members, and other persons or organizations benefiting ASEE's mission
- work together with the volunteer leadership to ensure ASEE goals are met
- be responsible for ASEE business operations including staff performance and financial and controls
- foster a climate of inclusivity, continuous improvement, and member focus
- be actively committed to diversity throughout the total ASEE organization
- manage ASEE's activities in accordance with ASEE's governance documents and policies
- organize the staff, including position assignments and appropriate delegation of authority, to best enable ASEE to fulfill its objectives
- oversee and direct each of the organization's functional areas, currently established as Membership, Finance, Human Resources, Administrative Services, International Programs, Projects, Information Technology, Conferences, Public Affairs, and Publications
- mentor staff members and provide opportunities and feedback to enable them to excel at their work
- evaluate the performance of employees and establish their compensation in accordance with mandates of the Executive Committee
- perform those executive duties necessary to present information and reports to the Board and its committees
- attend all Board meetings and, as warranted, meetings of any duly constituted entity of ASEE including Committees, Councils and other such groups as may be established
- perform additional executive duties consistent with the foregoing as designated from time to time by the Board

## QUALIFICATIONS

To be successful in this position, an individual must be able to perform each essential duty with a high level of competence. The requirements listed below are representative of the necessary knowledge, skills, and abilities.

### ■ Personal Characteristics –

#### A successful Executive Director must be

- able to inspire others through words and deeds
- ethical and must demonstrate high personal integrity
- confident with a positive demeanor that engenders respect
- accomplished in strategic thinking; capable of synthesizing emerging events and trends into a perspective relevant to the organization
- committed to teamwork, recognizing the power of diverse skills and viewpoints
- adept at collaboration; able to bring disparate groups together to forge a consensus
- skillful in writing and speaking English; second language competence a plus
- knowledgeable of higher education issues
- familiar with international developments and comfortable dealing with global issues
- devoted to lifelong learning
- proficient in an electronic work environment and able to use available tools for communications, information management, and analysis
- experienced in working with university-industry collaborations

### ■ Education

- an advanced degree, preferably an earned doctorate, in a field within ASEE's sphere of interest

### ■ Experience

- minimum of ten years of progression in full-time leadership and management responsibility in complex organizations

### ■ Additional qualifications not required, but potentially beneficial

- knowledgeable of Engineering Education initiatives and Federal stakeholders in Engineering Education (e.g., NSF, NAE, DOD)
- past or current employment at an institution of higher education
- experience in professional society leadership positions
- certifications such as registration as a Professional Engineer or other highly-regarded professional recognition

## WORK ENVIRONMENT

The work environment is typical of an office setting and includes meetings at external locations. Domestic and international travel including overnight stays will be required. Other than for remote events, the job normally requires the presence of the Executive Director in the Washington DC, DuPont Circle area, Headquarters office, for ready interaction with the staff. ASEE is an equal opportunity affirmative action employer.

## APPLICATION AND NOMINATION PROCESS

The Search Committee is soliciting nominations and applications. Please see the ASEE website at [www.asee.org](http://www.asee.org) for additional information on this position. Interested candidates should send their resume (3-5 pages) and cover letter to:

### ASEE Executive Director Search Committee

C/o Dr. Peggy Dolet  
1818 N. St. NW, Suite 600  
Washington, DC 20036

Or via email: [humanresources@asee.org](mailto:humanresources@asee.org)

Applications will be accepted through 11/15/2010. This position will be filled the 1st quarter 2011.