

NARST: A Worldwide Organization for Improving Science Teaching and Learning Through Research Executive Director Position Description

The Executive Director is a key management leader of NARST: A Worldwide Organization for Improving Science Teaching and Learning Through Research. The Executive Director reports directly to the Board of Directors and is responsible for the administration and operations of the organization. The Executive Director (ED) is expected to develop a deep knowledge and understanding of all programs, operations, bylaws, and policies and procedures of NARST. Other key duties include fundraising, participating in strategic planning, and conducting outreach to other professional educational and scientific organizations.

General responsibilities:

(1) Board Governance: The ED works with the Board of Directors to fulfill the organization's mission and is responsible for:

- Supporting and guiding the organization's mission as defined by the Board of Directors.
- Supporting the Board of Directors' operations and management (serving as ex-officio of relevant committees; providing strategic direction and support for ongoing operations, as well as for new initiatives).
- Communicating effectively with the Board of Directors and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

(2) Leadership & Management: The ED works with both the Board of Directors and management company to ensure that the organization is run effectively and efficiently by:

- Monitoring ongoing programmatic excellence and ensuring a consistent quality of finance reporting and administration, communications, and systems; recommending timelines and resources needed to achieve strategic goals.
- Working with management company and leadership to ensure effective systems to track membership, communications, updates to published NARST policy and procedures, and all financial transactions of the organization.
- Working with NARST's legal representative (as directed by the Board of Directors), the management company, and other relevant professionals as needed to ensure the health of the organization and compliance with respect to fiscal, legal, and insurance regulations.

(3) Financial Performance and Viability: The ED manages and monitors records on the financial health of the organization, in conjunction with the NARST Secretary-Treasurer and the management company by:

- Submitting to the Board of Directors a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Operating the organization programs and services within the Board of Directors approved budget, ensuring maximum resource utilization, and maintaining the organization in a positive financial position.
- Participating in fundraising and developing other resources necessary to support programs and services addressing NARST's mission.

(4) Communications: The ED communicates effectively and regularly with the Board of Directors, the management company, and the membership by:

- Representing NARST and its policies, both within the organization and to external bodies, as required by the Board of Directors.
- Communicating with the management company, board members, committee members, the publishing company, and other service providers to conduct the business of the organization.
- Working with web providers to deepen and refine all aspects of communications—internally and externally-- including the web presence for the organization.

(5) Planning & Coordination: The ED provides support to the Board of Directors by assisting with Board meetings, annual conferences, and elections by:

- Working with the management company and Board of Directors to arrange two annual meetings of the Board of Directors (as well as any virtual meetings, as needed).
- Coordinating with the management company and Board of Directors to arrange the Annual International Conference, assisting with the submission and review of proposals, development of the conference program, and negotiation of contracts and other meeting logistics.
- Coordinating the election process and voting on behalf of the organization in compliance with the Bylaws and Policies & Procedures.

Professional Qualifications:

The next Executive Director will have an established reputation as a leader, and a proven track record in organizational and management experiences related to or relevant to the mission of NARST.

Required qualifications include:

- Previous management or administrative experiences, including proficiency in dealing with budgetary, fiscal, and legal aspects of academic, professional or non-profit organizations;
- A track record of effective leadership in academic, non-profit, or professional organizations, and the ability to point to specific examples illustrating how s/he developed and operationalized strategies that have taken an organization to the next stage of growth;
- Excellent written and verbal communication skills, and the ability to work effectively with diverse constituencies;
- Past success working with a Board of Directors or similar group, with the ability to cultivate professional relationships and promote a highly effective governance structure for the Board of Directors;
- Involvement in facilitating strategic planning activities;
- Experience coordinating and managing large events, such as professional meetings and conferences; and
- A high level of professional ethics and integrity.

Preferred qualifications:

- A strong track record of successful marketing, public relations, grant-writing, and/or fundraising experiences, with the ability to engage a wide range of stakeholders and cultures.
- Experience from science education community, but does not exclude applicants from other educational areas.

Compensation: Salary for the Executive Director position is commensurate with experience and other qualifications.

To apply, email the following documents to NARSTexec@gmail.com by December 15, 2017:

1. A statement of interest in the Executive Director (ED) position with NARST
2. A résumé or curriculum vita with educational background, a complete listing of employment locations and dates of employment, and names of direct supervisors and contact information of direct supervisors (if you are willing to allow the committee to contact).
3. Three letters of recommendation (if you are unwilling to provide a letter of recommendation from your supervisor, you must be willing to provide a letter of recommendation from a person you have worked with in the last two years.)
4. Names of two other references and contact information that the search committee can contact
5. Recent writing samples within the last 2 years (no more than two) such as a scholarly publication, a general information brief, a newspaper op ed piece or editorial piece, or other example showing written communication skills appropriate for the ED position

NARST is committed to nondiscrimination on the basis of race, color, national origin, religion, sex, gender identity, age, sexual identity, genetic information, status as an individual with a disability, or status as a protected veteran.