

## **Executive Director**

American Society for Photogrammetry and Remote Sensing (ASPRS)

### **Position Description**

As stated in the ASPRS Bylaws: “The Executive Director shall be responsible for the administration and management of the Society subject to the policy guidance of the Board of Directors through the President.”

#### **Position Essentials:**

1. Executes the vision of the elected Board of Directors.
2. Ensure the organization maintains its mission focus in day-to-day operations.
3. Serve as a leader for tactical planning.
4. Provide strategic guidance; oversee and facilitate the implementation of the strategic goals and objectives of the organization.
5. Enable the Board to fulfill its governance responsibilities with the President and other Officers.
6. Prepare and execute annual budget consistent with long term financial stability.
7. Develop and execute plans to promote the ASPRS professional presence, working with the Executive Committee, the Board, the Technical Divisions, and the Councils
8. Works cooperatively with Region officers and councils to advance the mission of ASPRS through locally-based technical programs.
9. Supports and encourages membership growth initiatives.
10. Maintain effective and quality service throughout the Society’s constituency by working cooperatively with both member and non-member groups and individuals.
11. Effectively manage the internal affairs of the Society as governed by the ASPRS Bylaws.
12. Collaboratively represent ASPRS to other professional societies and industry, government and academic forums.

**Reports to:** Executive Committee and the Board of Directors. Annual performance reviews are conducted by national officers. Performance metrics are measured against an annual performance plan.

#### **Major Functions/Accountabilities:**

ASPRS is a highly visible organization with national and international exposure, founded in 1934 and marketed as “The Imaging & Geospatial Information Society”. The mission of the Society is to advance knowledge and improve understanding of the mapping sciences and to promote the responsible applications of photogrammetry, remote sensing, geographic information systems (GIS), and supporting technologies. ASPRS membership includes approximately 5000 individuals and 130 organizations representing the commercial, government and academic sectors. The position of Executive Director carries with it multiple responsibilities, including:

1. CEO, as the highest ranking employee, with authority to act on behalf of ASPRS per Board and President’s program and policy direction;
2. CFO, overseeing a \$2.5 - \$3M annual budget and nearly \$2M reserve;
3. CTO, ensuring effective and efficient operation of IT assets and resources deployed extensively;
4. HRO, with management, training, counseling, and compensation responsibility for approximately 15 full-time, part-time, and adjunct staff;
5. Corporate Secretary, with responsibility for all legal filings and organizational governance in compliance with governmental rules and regulations;
6. Ex-officio member of the Executive Committee and the Board of Directors;

7. Advisor to the elected Officers and Directors on all organizational matters including operations, finances, internal and external communication, strategic and external affairs, professional ethics, and to the degree the individual possesses personal technical expertise in the geospatial discipline, on areas within that expertise;
8. Principal liaison with the counterpart officials within ISPRS and other related professional societies;
9. If appointed by the Board of Trustees, may serve also as Executive Director of The ASPRS Foundation, Inc. and ex-officio member of the Foundation Board of Trustees;
10. Official organizational representative to the Glascock Condominium Board for management of headquarters property (the current Executive Director serves as Treasurer).

**Core Competencies:**

To perform effectively in this position, the individual should demonstrate the following core competencies necessary for effective administration of ASPRS and its programs.

1. Management:

- Maintains effective systems of internal controls to account for all receipts and expenditures of funds and incoming revenue; manages ASPRS assets in a manner to maximize value to the member and the organization's core constituencies;
- Oversees all accounting functions, including those necessary for budgeting, financial analysis, capital asset and property management, payroll, and annual external auditing, in accordance with generally accepted accounting principles;
- Oversees all aspects of human resource management efforts for employees including, but not limited to, hiring and termination, developing position descriptions, setting compensation, promoting professional development and applying board-approved employee policies and benefits in accordance with federal and state requirements; and
- Maintains an organization with high ethical standards that is responsive to the needs of all member and non-member constituents.

2. Job Knowledge:

- Understands the technical, financial, and regulatory aspects of managing a non-profit organization;
- Provides advice to staff directly and/or solicits guidance from experts;
- Understands the duties and responsibilities of the position and keeps job knowledge up-to-date; and
- Clearly understands the mission of the organization and continuously works to promote ASPRS and achieve its goals as defined in the Strategic Plan and code of ethics, pursuant to the ASPRS Bylaws.

3. Facilitation of the Mission and Strategic Goals of the Organization:

- Works with the Executive Committee on the periodic review of the Strategic Plan and publishes the revised document;
- Assists implementation plans to reach organizational goals and technical objectives as determined by the Board of Directors, the Technical Divisions, and the Strategic Plan pursuant to the ASPRS Bylaws;
- Displays initiative in developing action plans and/or resolving problems as they occur, in consultation with the Officers and members of the Board;
- Interacts routinely with individual and sustaining members, interested geospatial government agencies, staff, and counterpart organizations in the non-profit sector; and
- Recognizes and brings to the attention of the President and the Board issues that affect the organization.

#### 4. Communication:

- Prepares clear monthly reports, analyzing budget status and/or issues;
- Communicates effectively with multiple audiences using a variety of formats (e.g., Word, Excel, PowerPoint). Examples include: letters and/or memoranda drafted for ASPRS positions; written communications that clearly outline some situation and the relevant action items; verbal presentations and briefings to the members, the Board of Directors and other parties; media releases compiled for the public, and
- Provides presentations at meetings on a variety of issues pertaining to ASPRS.

#### 5. Dependability:

- Is conscientious, thorough, accurate, and reliable with respect to achieving ASPRS's goals as defined in the Strategic Plan, and servicing the needs of the membership, core constituencies, and Staff;
- Is responsive and available to address a wide variety of issues and concerns as they arise;
- Seeks opportunities to continually improve procedural practices and to assume increased responsibility, when needed.

#### 6. Education and/or Experience:

- Has, as a minimum, a Bachelor's degree (although an advanced degree and/or licensure as a PE or a PLS and/or certification as a Photogrammetrist or Mapping Scientist is preferred);
- Possesses skills, knowledge and qualities with progressively responsible senior management experience in government, academia, business, and/or non-profit operational and financial management, and/or related areas.

#### 7. Quality Service:

- Strives to continuously improve the process, products, services and culture of ASPRS through effective leadership;
- Consistently demonstrates a commitment to quality service as applied to membership and Staff as well as to non-member individuals and groups.

#### **Traits and Characteristics:**

- Models integrity and fairness
- Facilitates and builds consensus (demonstrates excellent interpersonal skills)
- Respects and encourages the role volunteers play in ASPRS
- Is energetic, enthusiastic, and comfortable making decisions (results oriented)
- Continually demonstrates a commitment to providing quality service.

#### **Physical Demands:**

The position requires extensive computer use, so the Executive Director must have sufficient hand dexterity to use a computer keyboard, or be able to use voice recognition tools, and be capable of reading a computer screen. The employee must occasionally lift and/or move up to 30 pounds. Reasonable accommodations in compliance with the Americans with Disabilities Act (ADA) may be made to enable otherwise qualified individuals with disabilities to perform the essential functions.

#### **Travel:**

The Executive Director must be able to travel to attend conferences, training and other events as required in order to fulfill the mission of ASPRS and to acquire and maintain proficiency in the responsibilities of the position.

**Work Environment:**

The work environment is a small, busy and modernized office located in Bethesda, Maryland on an attractive historic site. The noise level in the work environment is usually low to moderate. Reasonable accommodations in the work environment, in compliance with the ADA, may be made to enable individuals with disabilities to perform the essential functions. ASPRS is a 501(c)3 organization and an Equal Opportunity Employer.