



SOCIETY OF
**American
Archivists**



Executive Director

Chicago, Illinois

**VETTED
SOLUTIONS**

A PASSION
FOR PURPOSE

<p>GOAL 1: ADVOCATING FOR ARCHIVES AND ARCHIVISTS</p> <p>Society values the vital role of archives and archivists.</p>	<p>GOAL 2: ENHANCING PROFESSIONAL GROWTH</p> <p>Archivists have access to the professional community and resources they need to be successful and effective in their careers.</p>	<p>GOAL 3: ADVANCING THE FIELD</p> <p>Professional knowledge expands to keep pace with an increasingly diverse archival record.</p>	<p>GOAL 4: MEETING MEMBERS' NEEDS</p> <p>SAA delivers outstanding service, fosters a culture of inclusiveness and participation, and is proactive and responsive to member needs.</p>
<p>SAA will</p> <p>1.1. Provide leadership in promoting the value of archives and archivists to institutions, communities, and society.</p> <p>1.2. Educate and influence decision makers in any setting about the importance of archives and archivists.</p> <p>1.3. Provide leadership in ensuring the completeness, diversity, and accessibility of the historical record.</p> <p>1.4. Strengthen the ability of those who manage and use archival materials to articulate the value of archives.</p>	<p>SAA will</p> <p>2.1. Mentor and support the career development of members to assist them in achieving their goals.</p> <p>2.2. Provide content, via education and publications, that reflects the latest thinking and best practices in the field.</p> <p>2.3. Deliver information and education via methods that are accessible, affordable, and keep pace with technological change.</p> <p>2.4. Foster communities for professional interaction.</p>	<p>SAA will</p> <p>3.1. Identify the need for new standards, guidelines, and best practices and lead or participate in their development.</p> <p>3.2. Foster and disseminate research in and about the field.</p> <p>3.3. Participate actively in relevant partnerships and collaborations to enhance professional knowledge.</p> <p>3.4. Support the development of executive leadership skills and encourage the participation in leadership opportunities by archivists at all stages of their careers.</p>	<p>SAA will</p> <p>4.1. Facilitate effective communication with and among members.</p> <p>4.2. Create opportunities for members to participate fully in the association.</p> <p>4.3. Foster an inclusive association and profession through educational and leadership opportunities.</p> <p>4.4. Ensure that leaders are accessible and that their work is transparent.</p>

FOUNDATION OVERVIEW

The Society of American Archivists Foundation is the nation’s leading source of nonprofit funding dedicated to the interests of archives and archivists. The SAA Foundation raises money to provide resources to enhance the work of the archival community. To that end, the SAA Foundation will support:

- Research and reporting about the profession, its practice, and its practitioners;
- Development of professional growth opportunities;
- Recognition of archivists via scholarships, travel assistance, and awards;
- Programs to enhance the performance of repositories; and
- Efforts to persuade influential external organizations to create or promote archives.

POSITION SUMMARY

SAA is seeking an executive to transform it into an even more member-centric association. Moving forward, SAA will increase its activities to ensure awareness of the profession, the understanding of the impact it has in different sectors and settings, and the career advancement of its members across all stages. The next Executive Director will champion and expand the association’s existing work, and leadership, in the area of diversity, equity, inclusion and access. SAA is working to embrace new perspectives within the profession and the association, which will include reviewing the association’s program and product offerings to ensure that SAA is relevant to all stakeholders it serves especially as the profession’s approach to work has changed not just due to the pandemic but given the ever-changing advances in technology.

The ED reports to and works collaboratively with the Council, SAA’s governing body, and other volunteer leaders providing overall leadership and direction to the association and its foundation. Operationally, the executive oversees a staff team of 10 and a \$2.5 million budget.

RESPONSIBILITIES

Influence and Relationship Building

- Promotes higher visibility of the association, foundation and the profession with the general public, government officials, related professions, thought leaders and other partner organizations.
- In collaboration with the Council, advocates incorporating diversity, equity, inclusion, accessibility, and cultural competency into all aspects of SAA's work, taking into account the Society's Strategic Plan 2020-2022, work plans, and informed by existing goals and strategies developed by component groups.
- In conjunction with the President and Council, represents SAA and membership to key stakeholders to build SAA's public image and that of the archival profession.
- In collaboration with the President, acts as a key spokesperson for the association and as an ex-officio member of the foundation.
- Interacts with the membership and key stakeholders to understand their needs, maximize engagement, and promote member satisfaction.
- Leads efforts to cultivate existing, and create new, alliances, partnerships and collaborations, particularly with key related organizations.

Strategy Development and Execution

- In conjunction with the Council, articulates a clear vision for SAA and recommends and implements long-range strategic plans that will achieve established goals and promote the future relevancy of the association and the profession.
- Partner with the Foundation Board to achieve its programmatic and fundraising goals.
- Provides forward-thinking leadership in the development and execution of organizational strategy.
- Supports the staff in the development, implementation, monitoring, and adjustment of strategic and business plans.
- Evaluates and documents efficacy of association programmatic services and organizational assets.
- Successfully plan and execute the SAA annual meeting.



Governance

- Engages and works in collaboration with the Council and Foundation Board on matters of governance, mission, vision and strategy. Serves as a non-voting, ex-officio member of the Council and the Executive Committee.
- Supports the President, President-Elect, other officers, committees and volunteers.
- Works with the President to develop Council meeting content and agendas, leadership orientation and governance development activities.
- Provides expertise and guidance in the governance of nonprofit organizations.
- Maintains awareness of governance, legal and financial reporting requirements for 501(c)(3) and 501(c)(6) organizations and provides guidance to the Board.

Management Oversight

- Directs the operational activities of the association and the foundation with sole and exclusive authority over staff and staffing matters.
- Leads and continues to develop the organization's team, inspiring and empowering them in their roles. Cultivates collaboration and fosters a culture of integrity, teamwork, transparency and results.
- Develops policies and procedures, in an ethical and legal framework, in collaboration with staff for the operation of the association and the foundation.
- Manages within established budget and informs the Council of significant variances. Oversees budget preparation including modeling and forecasting.
- Leads and manages annual meeting budgeting, planning, program development, marketing, sponsorships, and delivery.
- Maintains an understanding of legal issues in the management of nonprofit organizations and ensures legal compliance and appropriate risk management.
- Hires, develops, manages and establishes compensation for all employees of SAA in accordance with the annual budget.
- Provides regular communications to the SAA Council keeping them informed of key activities, as well as SAA's financial condition and operations.



MEASURES OF SUCCESS

The specifics regarding measures of success, including metrics, will ultimately be agreed upon by the successful candidate and the SAA Council, but at the end of the first year the Council would expect the following:

- A smooth transition has taken place with the Executive Director developing effective relationships and rapport with the SAA Council, Foundation Board, staff, members, volunteer leaders, and partners.
- The Executive Director is effectively implementing SAA's strategic and operational plans to promote organizational growth and improve governance for the association.
- SAA continues to champion and advance diversity, equity and inclusion within the profession and the association.
- In collaboration with the Council, the Executive Director has identified and developed a plan to pursue new revenue opportunities which ensure financial sustainability and growth.
- The Executive Director has actively engaged and energized members and supporters, strengthened the relationships with related associations and continues to serve as an advocate of the profession.

REQUIRED EXPERIENCE

- Bachelor's degree.
- At least seven years of successful senior-level association or other relevant experience.
- A professional and personal commitment to diversity, equity and inclusion.
- Experience raising the visibility of an issue, organization or a profession.
- Successful experience working with a multigenerational membership.
- Track record of increasing value and engagement as well as creating new revenue streams for an association.
- Entrepreneurial focus with an understanding of how to approach and assess new business models for associations.
- Track record of developing partnerships that advance the mission of an organization.
- Experience with change management including culture change.
- Proven financial management skills.
- Certified Association Executive (CAE) designation is desirable.

PERSONAL CHARACTERISTICS

- Warm, engaging, empathetic and authentic leadership style.
- Patient, humble, and diplomatic leader who builds trust by listening and engaging a variety of stakeholders.
- High emotional intelligence.
- Open to feedback and accepts accountability.
- Creative and experimental in approach.
- Strong communication, and interpersonal skills.
- Strategic and creative thinker with the ability to analyze complex issues.
- Relationship builder with the ability to gain consensus among diverse stakeholders, positively and constructively resolve conflict, and effectively negotiate compromise.
- Collaborative and mentoring management style.
- Member-centric mindset to help promote membership engagement and growth.
- Honesty, integrity, and a highly developed sense of ethics.



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