

Position Available: Executive Director for the South Dakota Society of Professional Land Surveyors (SDSPLS)

Principal Responsibilities/Duties: Provide location and point of contact for SDSPLS Board of Directors (BOD) and members; conduct daily business activities including addressing mail, email and phone inquiries; general accounting duties (budgeting and accounts receivable/payable); maintenance and annual membership renewals for a 300 +/- member professional surveying organization; organize, produce and distribute a quarterly membership newsletter (February, May, August, November); organize and schedule quarterly Board of Director Meetings; coordinate, schedule and participate in quarterly BOD Meetings (January, April, July, October); organize and schedule Annual Convention (January – 3 days) including speakers, room arrangements, catering, events, registrations, exhibitors, entertainment, etc.; work with BOD and Committee members and general membership as needed; and develop familiarization with society bylaws. A more detailed list of responsibilities is available upon request.

Qualifications: University or Technical School education/degree preferred; general business and accounting practices required, general understanding of Surveying terms and practice will be helpful; leadership experience related to an organization or business; flexibility in working schedule (hours will vary)

Reimbursable Expenses: General office supplies, long distance and conference calling phone charges, other expenses that are directly related to newsletter publication, meeting and/or convention activities.

Executive Director Will Provide: Physical office space; general phone accessibility; hardware including computer and printer; storage of society related information and materials; transportation for up to 3 BOD meetings per year; transportation, lodging and meals for one Annual Meeting per year (3 nights).

Contract Salary: \$20,000 - \$25,000 per year DOE

Benefits: Not included

Estimated Hours: Hours will vary seasonally and depending on weekly/monthly responsibilities. Average hours will generally be 20/week, with as few as 5-10 hours per week required during June and July and with 40+ hours per week during November, December and January.

Start Date: October 15, 2018

Training Period: The existing Director will spend approximately 3 months reviewing duties and requirements (October 15, 2018 through January 15, 2019).

General Contract/Service Agreement: Required and to be provided by SDSPLS.

Interested Parties: Submit a complete resume, list of qualifications, and a minimum of 2 business and 1 personal references to the SDSPLS President at the following email address: yofred@pie.midco.net Received applications will be acknowledged promptly, candidates will be screened and contacts and interviews will be made at the discretion of the SDSPLS Board of Directors.

Date of Closing: December 15, 2017