

## **POSITION DESCRIPTION**

**JOB TITLE:** Executive Director

**GRADE/STATUS:** Regular, Full-Time/Exempt

**REPORTS TO:** Board of Directors, via President

**EFFECTIVE DATE:** November 10, 2021

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### **POSITION SUMMARY:**

The Executive Director (ED) is the senior executive of MTS and leads all facets of the global organization to further the mission and provide services and support to its 2,000 members. The ED, is a visionary leader who, with the Board, will envision, develop, communicate, and drive strategy that supports the MTS' mission. The ED must be adept at translating strategic vision into realistic, actionable business plans and be able to identify and take actions on new opportunities to grow the organization with measurable metrics. The ED reports to the Board of Directors, primarily through the MTS President. The ED serves as the spokesperson for MTS and cultivates both the internal relations and external strategic partnerships.

### Required Skills and Abilities

- A thorough knowledge of and experience in marine technology, oceanography, or similar "oceantech" discipline.
- Strong interpersonal and team building skills are essential to interface effectively with volunteers, employees, professional service providers, clients, funding sources, other societies, and government agencies.
- Administrative and project management skills and experience are necessary to organize and effectively conduct the business of MTS and provide stewardship of MTS' resources.
- Strategic skills and outlook to ensure a sustainable business model that creates, delivers, and captures value for all MTS members and stakeholders (public, private and academic sectors).

### Essential Duties and Responsibilities

- Responsible and accountable to the Board of Directors (voluntary and rotating) for the effective leadership and efficient financial, operational, and administrative management of MTS and serves as a non-voting member of the Board of Directors and of its committees.
- Collaborate with the Board of Directors in planning the strategic direction of MTS and identify future trends affecting the field.
- Engage the Board with a high-level of executive function, balancing direct responsiveness with thoughtful action plans ready for discussion and implementation
- Develop, grow, and maintain key partner relationships, network affiliates, peer organizations, and other strategic partnerships that advance MTS' strategic priorities.

- Manage major new programs or legacy program redesign based on market demand or major organizational shifts to meet current and future strategic objectives.
- As needed, stand-in for any Board member and represent MTS at the senior levels of industry, government, academia, and not-for-profit organizations.
- Hires and supervises all staff, providing leadership that sustains increased customer service, effectiveness, productivity, entrepreneurial thinking and teamwork on MTS staff. Current staff is 3 with additional contract support.
- Develop and lead a high performing member-centric staff that is focused on member service and delivery of top-quality products and services.
- Manage the day-to-day operations of Headquarters and the Society, managing staff to ensure all program and organizational goals are met as planned.
- Oversee the accounting, all services contracts e.g., Human Resources, Legal etc.
- Effectively support member relations, and sections, committees, and Society events (in person, digital, or via a hybrid format).
- Lead the annual budget preparation and provide top-level oversight of MTS' fiscal operations to ensure the financial viability of the worldwide organization and all associated financial plans.
- Grow and Retain membership by overseeing the creation/implementation of communications/membership marketing strategies to attract new members and enhance the value of membership to retain existing members.
- Promotes a positive image for MTS with the public and in the marine technology field, positioning MTS as a leader through events, publications, and social media.

## **QUALIFICATIONS:**

- Bachelors required, Master's desired in a field relevant to MTS (including, but not limited to, ocean engineering, marine technology, oceanography); 15 + years of professional experience and senior level leadership experience.
- Demonstrated knowledge of, and working experience in, the marine technology sector.
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision-making.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- An understanding of, and ability to support, justice, equity, diversity and inclusion (JEDI) principles in MTS.
- Proven track record of meeting or exceeding strategic targets, both financial and mission-driven, in a professional services or similar organization.
- Association experience, especially with a technical professional society, is desirable.
- Grant proposal preparation and grant program management experience is desirable.
- MTS maintains an office in the Washington DC area and routine scheduled presence is required.
- Ability to travel required.
- You must be fully vaccinated for Coronavirus Disease 2019 (COVID-19) with a Food and Drug Administration (FDA) authorized or FDA-approved COVID-19 vaccine.

## **SALARY AND BENEFITS**

- Commensurate with experience

## **REFERENCES**

- 3 professional references must be identified

### **How to apply**

Send a resume and letter of interest addressing these questions to

Colleen.Gardella@mtsociety.org

In the letter of interest, please respond to the following questions:

1. What most excites you about this opportunity?
2. What are 1-2 pressing issues impacting marine technology?
3. What impactful role will marine technology have in the energy transition?

No phone calls, please. Applications will be accepted until January 6, 2022, and early applications are appreciated.

### **ADA SPECIFICATIONS:**

Must have the ability, with no supervision, to apply common sense understanding to carry out complex, multi-step instructions and make appropriate independent decisions as necessary. Regularly required to sit, frequently required to reach with hands and arms, walk, stoop, kneel, crouch, talk or hear. Must be able to lift objects up to twenty-five (25) pounds. Work mostly in a typical office setting with quiet to moderate noise level.

*The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

### **ABOUT MTS**

The Marine Technology Society (MTS) serves approximately 2,000 marine technologists, scientists and decision makers from industry, government, non-governmental organizations, and academia from 20 countries.

MTS offers members networking opportunities through meetings and conferences, opportunities to publish research in the MTS Journal, professional development and certification, and volunteer leadership experiences.

The Marine Technology Society was incorporated in June 1963 to provide members of academia, government and industry a common forum for the exchange of information and ideas. Our guiding purpose is “to promote awareness, understanding, advancement and application of marine technology.”

Today, MTS is a growing organization, boasting a membership of businesses, institutions, individual professionals and students who are ocean engineers, technologists, policy makers and educators.

Our mission is to:

- Facilitate a broader understanding of the relevance of marine technology to wider global issues by enhancing the dissemination of marine technology information
- Promote and improve marine technology and related educational programs
- Advance the development of the tools and procedures required to explore, study and further the responsible and sustainable use of the oceans.

MTS' long-range vision is to be “the leading authority and advocate for marine technology and resources while promoting member success and public understanding.”

[www.mtsociety.org](http://www.mtsociety.org)

## **MTS WORKPLACE VALUES**

MTS believes in providing high quality member service by listening to our member needs, effectively responding to member requests in a timely fashion, and striving to improve member benefits.

MTS believes in excellence, honesty, integrity, and accountability and anticipates all employees will share those beliefs.

MTS believes in teamwork, collaboration, open communication and respect for all collaborators.

MTS believes in an inclusive environment free of discrimination, harassment, and reprisal where all can collaborate with unity, integrity, and fairness.