

## **Position: Managing Director**

The Managing Director reports to the Executive Committee and is responsible for the administration and operations of SABER. The successful candidate is expected to develop a deep knowledge of all SABER programs, committees, operations, bylaws, and policies and procedures. Key duties include coordinating the organization of the SABER national and regional conferences; participating in strategic planning; conducting outreach to other professional, educational, and scientific organizations; facilitating communication between SABER committees; attending all Executive Committee meetings; attending the annual national meeting and SABER regional conferences (e.g., SABER West).

## **Responsibilities**

### **Planning and Coordination**

- Coordinate the organization of the SABER national and regional conferences
- Serve as primary contact with the Executive Committee to implement current and future plans
- Establish and maintain working relationships with outside vendors, exhibitors, partners, and sponsors.
- Oversee all marketing efforts
- Work with the Executive Committee to produce newsletters
- Schedule meetings

### **Leadership and Management**

- Serve on working groups to develop and implement SABER's strategic plan
- Manage and maintain SABER's website
- Work with relevant committees to establish fundraising themes and produce annual reports
- Work with the treasurer to establish, approve, and adhere to an annual budget
- Serve as the administrative lead to the Executive Committee

### **Communications**

- Perform quality control for all SABER materials
- Support and guide the organization's mission as defined by the Executive Committee
- Support the Executive Committee's operations and management (serving as ex-officio of relevant committees; providing strategic direction and support for ongoing operations, as well as for new initiatives).
- Communicate effectively with the Executive Committee and provide, in a timely and accurate manner, all information necessary for the Executive Committee to function properly and make informed decisions
- Communicate with the SABER membership through newsletters
- Communicate with the legal representative and accountant

### **SABER Governance**

- Monitor ongoing programmatic excellence and ensure a consistent quality of finance reporting and administration, communications, and systems, recommend timelines and resources needed to achieve strategic goals.
- Keep records of policies, standard operating procedures, and all official matters

- Schedule and manage recurring deadlines
- Act as a representative for bank account and credit card
- Manage the collection and analysis of demographic information
- Promote SABER at other conferences, including soliciting promotional materials from the membership.
- Other duties as assigned

## **Compensation**

Halftime position (20 hours per week), starting salary of up to \$50K, plus travel expenses and a stipend for benefits. The workload for this position will be reassessed after 3-6 months based on the scope of work and may be transitioned to a full-time position.

## **Qualifications**

Requirements include:

- Minimum qualifications: Bachelor's degree, working towards completion of a Bachelor's degree or equivalent along with appropriate project management experience and/or training. Preferred qualifications: Master's degree in biology, biology education or equivalent with project management work experience.
- Previous management or administrative experience and oversight of multiple tasks and projects, including experience in dealing with budgetary, fiscal, and legal aspects of professional or academic units and/or organizations, and negotiation of contracts.
- Track record of effective leadership in professional or academic units and/or organizations
- Excellent written and verbal communication skills
- Ability to work effectively in collaboration with diverse groups of people
- Experience developing and facilitating strategic planning
- Experience with coordination and management of large events, such as professional meetings and conferences.
- Ability to coordinate communication and connections across multiple and geographically dispersed stakeholders.

Preferred qualifications:

- Strong marketing, public relations, grant-writing, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Past success working with the leadership of an organization with the ability to cultivate existing board member relationships and promote function as a governance board.

## **Submission**

- Cover letter clearly describing background, experience, and career goals
- Resume or CV
- Contact information for three professional references

## **About SABER**

Founded in 2010, The Society for the Advancement of Biology Education Research (SABER) is a scientific community whose members develop theory and generate evidence with the goals of

improving post-secondary biology education. SABER fosters discipline-based education research in biology and its dissemination.

SABER is proudly an equal employment opportunity employer. It is our policy that the SABER does not discriminate in employment opportunities on the basis of race, color, religion, sex, sexual orientation, gender identity, age, or national origin and status as protected veterans or individuals with disabilities.