

EXECUTIVE DIRECTOR SEARCH

The **American Institute of Professional Geologists** is recruiting candidates for Executive Director. AIPG is a 501(c) 6 professional geoscience society dedicated to advocacy, education and competence within the profession with a membership of more than 7000 and a dedicated staff of seven at its headquarters in Thornton, Colorado.

The Executive Director is responsible for headquarters operations and for maintaining excellent relationships with appropriate professional and technical societies, especially sister geoscience societies such as the American Geosciences Institute, the Geological Society of America, and the European Federation of Geologists. The Executive Director serves at the pleasure of the AIPG national Executive Committee in promulgation of duties to advance and maintain AIPG platforms and objectives as defined in the AIPG Bylaws and Strategic Plan.

The successful candidate will:

- Hold an advanced geoscience-related degree (MS or PhD); an additional degree in marketing or business is a plus.
- Have a minimum of 15 years of successful management experience at increasing levels of responsibility.
- Have a background in fiscal management tied to annual profitability, growth, and program expansion.
- Be a team-oriented leader with strong communication and interpersonal skills, and a proven entrepreneurial record.
- Demonstrate an appreciation of policy issues affecting geoscientists and the geosciences, especially at federal and state levels.
- Demonstrate an enthusiasm for service as a professional representative of the geosciences.
- Be willing to travel as needed. The responsibilities of this position often require weekend meetings and lengthy workweeks.
- Be committed to relocating to the Denver area.

In addition to these specific qualifications, the AIPG Executive Committee expects the successful Executive Director to help propel AIPG to a higher level of involvement in the geosciences community and in increasing its services to members. The Executive Director must be entrepreneurial, dynamic, and personable and be able to commit to an aggressive campaign to increase membership and develop additional sources of non-

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dues revenue. The Executive Director is also expected to seek additional alliances and collaborative arrangements with other professional societies that will serve to benefit AIPG both professionally and financially.

The Executive Director is responsible to lead the continual refinement and implementation of the AIPG Strategic Plan and ensure that both AIPG leadership and AIPG membership are engaged in its implementation.

The future of all professional societies is dependent upon the younger members of the profession becoming actively involved in the governance of the societies. In recent years, AIPG has greatly increased the involvement of students and young professionals. The successful Executive Director is expected to continue this success and vigorously engage students and younger members.

The Executive Director will report to the Executive Committee and is subject to periodic review by the Executive Director Committee. The Executive Director will also supervise the staff of AIPG and will serve as *ex officio* board member of the Foundation of AIPG.

Applicants are required to send: 1) a complete, detailed resume, 2) the names and addresses of at least four professional references, and 3) a concise two page essay outlining the applicant's interest and the applicant's concepts for expanding AIPG service to members, visibility, influence, and financial strength. Applications will be accepted until the position is filled. Review of qualified applications will begin immediately. Salary range between \$105,000 to \$120,000 per year. Benefits include relocation assistance, health insurance subsidy, retirement plan contributions, vacation and sick leave.

Mailing address:

**AIPG Executive Director Search Committee
American Institute of Professional Geologists
12000 North Washington Street, Suite 285.
Thornton, Colorado 80241**