

**SOCIETY OF BROADCAST ENGINEERS, INCORPORATED**  
**JOB DESCRIPTION OF THE EXECUTIVE DIRECTOR**

**JOB TITLE:** Executive Director

**REPORTS TO:** SBE Board of Directors

**SUPERVISES:** Department Directors, Managers and Administrative Staff

**JOB SUMMARY:**

Under the general direction of the SBE President, the Executive Director serves as the association's chief executive officer. Assists the Board of Directors in formulating the organization's mission, goals, objectives and related policies and is responsible for their implementation. Has general and active management responsibilities of the business and financial management of the association in accordance with the adopted policies, direction and instruction of the Board of Directors, Executive Committee or the SBE President.

**PRIMARY DUTIES & RESPONSIBILITIES:**

1. Oversees and manages the overall administration of the SBE including services, financial resources, personnel and property.
2. Establishes the association's employee organizational structure.
3. In collaboration with the President, develops the Board of Directors' and Executive Committees' meeting agendas. Works closely with the President to create a productive meeting environment.
4. Makes reports to the Board or the Executive Committee at their regular meetings and at other times as called upon, about association activities.
5. Monitors operations for compliance with board policy.
6. Assists and supports the President in his role as spokesperson for the organization.
7. Directs and manages SBE staff including interviewing, hiring, training, assigning tasks, evaluating work performance, determining compensation and terminations.
8. Serves as SBE's primary contact with various industry organizations.
9. Works with the SBE General Counsel and Government Relations Committee Chair to promote SBE's advocacy program, including regulatory and legislative efforts, and to build industry and governmental alliances.
10. Provides support and responds to requests for information and assistance from SBE membership, chapters, national SBE committees, Board of Directors and others.
11. Negotiates, executes and administers contracts as authorized by the Board.
12. Manages SBE finances, prepares financial reports for the Board, prepares the annual budget and personally manages employee payroll processing and records.
13. Serves as the Treasurer of the Society's 501(c)3 foundation, the Ennes Educational Foundation Trust.
14. Oversees SBE and the Ennes Trust compliance with local, state and federal laws, Board policies and association "best practices."
15. Manages the national office facility including the office lease and related services.
16. Serves as Treasurer of the Ennes Educational Foundation Trust, the SBE's charitable entity.
17. Performs other duties as assigned by the Board of Directors, including industry conference and convention planning and arrangements.

**JOB QUALIFICATIONS:**

1. A minimum of a bachelor's degree from an accredited college or university. Preference will be given to those with academic credentials related to business, public administration or management of non-profit organizations.
2. The ideal candidate will have extensive experience in association management.
3. Experience as a CEO/Executive Director of a non-profit association is preferred.
4. Comprehensive, current knowledge and understanding of the practices and operations of the field of association management.
5. Hold (or commit to obtain on a timely basis) a Certified Association Executive (CAE) certification from the American Society of Association Executives.

6. Possess management skills necessary to enable SBE to establish and meet goals that contribute to the overall success of the association.
7. Interpersonal and communication skills necessary to successfully manage employees, work effectively with volunteer leadership and volunteers in the chapter organization; to represent SBE in a positive manner, and make effective formal presentations before others.
8. Analytical ability to develop long-range and strategic plans, including goals, objectives and various strategies and to respond to challenges.
9. Effective writing skills to prepare correspondence, write articles, scripts, agendas and reports.
10. Willingness to relocate to and reside in the Indianapolis, Indiana area.
11. The successful candidate will be asked to enter into a contract of employment. SBE is an Equal Opportunity Employer.

**WORKING CONDITIONS:**

1. General office environment in the Indianapolis area with a Monday-through-Friday normal work schedule. However, the nature of the position requires working during other hours as the situation requires, including, but not limited to, during SBE and related industry events.
2. Some travel, generally within the continental United States, with overnight stays required.