National Association for Interpretation Announces Search for Executive Director

Fort Collins, Colorado

The National Association for Interpretation (NAI) invites applications for the position of Executive Director to succeed current NAI Executive Director Margo Carlock, who is retiring after 27 years in association management of natural and cultural heritage organizations. NAI seeks candidates who will bring a passion for Heritage Interpretation as well as the skills and experience to lead this growing national and international membership-based organization. The Executive Director will provide vision as well as strategic internal and external leadership to the NAI team including fifteen board members, eight staff and over 7,000 members.

Working in a culture of collaborative leadership, the Executive Director will oversee financial resources, publications, professional certification and training, fundraising, grant writing, conference management, and other membership-based Association management projects and services.

Successful candidates will have highly developed communication skills as well as significant experience in association leadership & management, financial management, creative fundraising, event/conference management, professional certification/training and in cultivating relationships with internal and external partners such as international, federal and state agencies, local governments, non-profits, commercial & institutional organizations, volunteers, donors, and funders.

For a more complete job description as well as compensation range, see the full description posted on the NAI website.

To apply for the position, send a cover letter, resume and at least three professional references to NAI-ED@interpnet.com. Inquires can be addressed by contacting Tom Mullin, Search Committee Chair, at tom.d.mullin@gmail.com or 207.380.6413.

DEADLINE:
The Application review process will begin on August 17, 2020 and will continue until the position is filled. Estimated start date is expected to be late October/Early November

Additional Information
The National Association for Interpretation (NAI) is a 501(c)(3) not-for-profit professional organization dedicated to advancing the profession of heritage interpretation, currently serving over 7,000 members in the United States, Canada, and over thirty other nations. Individual members include those who work at parks, museums, nature centers, zoos, botanical gardens, aquariums, historical and cultural sites, commercial tour companies, and theme parks. Commercial and institutional members include those who provide services to the heritage interpretation industry.

For NAI’s Diversity, Inclusion and Equity Statement, click here.

For a more complete description of the Association, visit its webpage at www.interpnet.com
The Executive Director is responsible for all aspects of business development and management for National Association for Interpretation (NAI) which would include, but are not limited to: business planning, strategic planning, member relations, personnel management, data management, communications, marketing, promotions, external communications, managing partnerships, fund raising, grant writing, business development, and public/media relations for an organization that has an operating budget of between 1 to 2 million. An applicant for this position must be able to inspire leadership and excellence to advance heritage interpretation as a profession.

I. SKILLS & REQUIREMENTS

1. Bachelor’s degree in a related field is required; an advanced degree and/or a record of continuous professional development is strongly preferred.
2. Seven or more years of professional experience serving in significant leadership and management roles running a similarly sized nonprofit organization, department, or division. Strong preference will be given to experience in association management.
3. Direct knowledge of budget development, financial management and reporting, personnel management, and, ideally, hands-on experience with fund development.
4. A vision for leading a membership-based Association and running a non-profit business.
5. Highly developed communication skills including writing, one-to-one communication, small group facilitation, making formal presentations, media and public relations, telephone and video conferencing and speaking to audiences of all sizes.
6. Experience with event and conference management, preferably to include international events.
7. Experience at and ability to negotiate contracts to the best advantage of the organization.
8. A creative and responsive problem solver recognized for the ability to build a highly functional, productive, self-directed team operating in an environment of trust, mutual respect, accountability, teamwork, and autonomy.
9. Demonstrated knowledge, skills, awareness of and demonstrated commitment to contemporary issues of inclusion, social justice, diversity, access and equity, including the current pedagogical approaches that inform and address these issues for our members, the professional staff of the association and the profession.
10. Experience reporting directly to a Board of Directors and can demonstrate significant Board of Directors relations experience.
11. Ability to manage multiple projects and work assignments.
12. Ability to inspire, motivate, and bring people together with a relaxed, professional, respectful, energetic, and positive demeanor.
13. Solid customer service ethic and high expectations for quality.
14. A strong sense of integrity; an honest, ethical individual sharing the values of the organization and the individuals who make up NAI.
15. Ability to travel nationally and international as needed.
16. A personal commitment to and genuine passion for heritage interpretation as a profession.
17. Proficient using the latest versions of Microsoft Office Suite (Word, Excel, PowerPoint, Access). Knowledge and experience in membership and fundraising software is desired.
II. RESPONSIBILITIES
1. Ensure that all funds, inventory, assets and other property of the Association are properly safeguarded and administered and accounted for under Generally Accepted Accounting Principles (GAAP) and coordinate an annual external audit in cooperation with the NAI Board.
2. Oversee all aspects of business management of NAI including business planning, strategic planning, personnel management, data management, financial accountability, communications, marketing, promotions, and public relations.
3. Oversee the Certification and Training offerings of the Association.
4. Serve as an ex officio member of the Board of Directors and provide monthly updates to the Board of Directors regarding financial and organizational progress toward action plan objectives. Serve as staff representative to appropriate standing and ad hoc committees.
5. Ensure that NAI works to serve the diverse needs of all people in the field of interpretation.
6. Supervise and lead a current staff of 7 full-time employees and 5 part-time/work-study employees.
7. Conduct and/or supervise a process for performance reviews for all staff members and determine annual salary increases and bonuses with Board approval within the annual budget process.
8. Arrange and oversee an annual audit, 990 report to the IRS, and all other legal documents and filings required by federal, state and local laws.
9. Serve as the legal agent of the corporation in creation and supervision of all contracts and agreements; maintain and archive all legal records of the corporation.
10. Represent NAI at professional meetings, partnership venues, and training events in collaboration with the Deputy Director and the Board of Directors.
11. Communicate on a regular basis with the President and Vice President for Administration as liaisons with the Board of Directors. Oversee all membership management services.
12. Oversee all external communication, both public and private, in accordance with the policies and objectives of the organization.

III. SUPERVISION & EVALUATION
The Executive Director reports to, and is evaluated by, the Executive Committee of the Board of Directors with final review by the entire Board of Directors and is subject to the NAI Personnel Policy. The Executive Director may delegate portions of his/her responsibilities consistent with sound operations and authorized policies and procedures to subordinate workers but retains accountability for results.

IV. SALARY & BENEFITS
The starting salary range is $90,000 to $125,000 determined based upon experience and educational background. Benefits are specified in the most recently approved NAI Personnel Policy and annual budget, but shall include at a minimum health insurance, retirement contributions, and vacation and sick leave.

V. LOCATION
The Executive Director will be expected to work in the Fort Collins, Colorado office of NAI. Some flexibility for working from home can be negotiated or as circumstances require. A relocation reimbursement may be negotiated.

Mission of the National Association for Interpretation
Inspiring leadership and excellence to advance heritage interpretation as a profession.

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