

EXECUTIVE POSITION PROFILE

Executive Director



SOCIETY FOR AMERICAN ARCHAEOLOGY

This search is being conducted by:

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I. Position Description

The Opportunity

The Society for American Archaeology (SAA) seeks a forward-thinking **Executive Director** to take the helm of this well-established organization headquartered in Washington, DC. The society encourages and promotes archaeology for all by advancing and disseminating research and information, fostering resource stewardship, and enabling public and professional education opportunities, such as scholarships to traditionally underserved populations. To serve the public interest, SAA seeks the widest possible engagement with all segments of society, both nationally and internationally, in advancing knowledge and enhancing awareness of the past. The Executive Director will implement and enact the strategic direction set by the Board of Directors.

Scope of Position

The Executive Director reports to an elected Board of Directors and is responsible for ensuring the organization achieves its mission, objectives, annual operating goals, fundraising, and financial objectives. The Executive Director oversees governance and operations for a \$1.9 million organization with approximately 7,000 members and nine staff. The Executive Director serves as an ex-officio member of the Board and is a member of the Executive Committee. As designated by the bylaws, the Executive Director also serves as the assistant secretary and treasurer.

Key Accountabilities

In overarching organization management, the Executive Director will:

- Oversee the day-to-day operations of SAA to provide for the sustainability and long-term stability of the organization.
- Work in partnership with the staff members to implement the Board's vision and goals for the organization and to provide the highest level of member service.
- Ensure the success of the SAA Annual Meeting, including program development, meeting operations, contract negotiations, and membership engagement.
- Keep abreast of developments, trends, changes, and opportunities in association management to ensure SAA follows best practices and mitigates risk.

In Communications and Partnerships, the Executive Director will:

- Lead global efforts to enhance organizational visibility and awareness, including but not limited to further development of relationships with relevant collaborative and partner organizations.
- Ensure regular and ongoing effective communications with all SAA constituent groups.
- In conjunction with staff, lead communications efforts as they relate to key archaeological advances, mission-related activities, and SAA initiatives.

In Governance, Compliance, and Risk Management, the Executive Director will:

- Ensure the Board of Directors is kept fully informed on the condition of the organization and on all the important factors that influence the Board's actions and decisions.
- Ensure good communication up, down, and within the Board, staff, committees and task forces, interest groups, and membership.
- Foster and encourage active member volunteer leadership, participation, and development across all levels of the organization, and its related interest areas.
- Ensure the maintenance of official records and documents consistent with SAA policies and compliance with international, federal, state, and local regulations. This includes serving as the Data Protection Officer to comply with the EU General Data Protection Regulation.

- As an ex officio member of the Board, plan, provide support, and ensure the Board meetings run smoothly.
- Develop a strong working relationship with the Executive Committee of the Board, as the main point of contact for operations guidance.

In Program Development, Government Affairs, and Publications, the Executive Director will:

- Focus intently on issues that are relevant to the members. Actively engage with and seek input from the membership to ensure programs address issues and needs. Foster and maintain good working relationships with key SAA member volunteers and donors.
- Champion members in ways that clearly advance their professional status. Ensure the association's program delivery, solutions, and services are relevant, high quality, and member-focused.
- Foster and grow the Annual Meeting through successful planning and logistical support.
- Work with the Board to develop smaller, regional and/or thematic meetings, possibly in partnership with other professional societies.
- Plan workshops and alternative means of fostering communication among archaeologists and other interested parties at venues that interest, excite, and encourage participation.
- Track program effectiveness, and identify and implement new sources of revenue that align with the organization's mission, goals, and objectives.
- Collaborate with staff, Board, and members to oversee and manage the development, execution, and communication of SAA's advocacy goals. In collaboration with the government affairs program manager, encourage and leverage member engagement in advocacy efforts.
- Collaborate with the Manager, Publications to ensure the ongoing effective publishing partnerships.
- Oversee the publishing partnership, in conjunction with Board, including contract negotiations, future RFPs, and keeping abreast of trends in scholarly publishing.

In Organizational Culture, the Executive Director will:

- Champion a vibrant, cooperative, and collegial small staff organizational culture and values, including seeking diversity and fostering inclusion. Build effective working relationships with and between staff members. Contribute to creating a positive work environment that promotes staff satisfaction and the accomplishment of SAA objectives, including seeking diversity and supporting inclusivity.
- Facilitate organizational operating stability, by attracting, engaging, and retaining high caliber staff. Ensure good talent management, adherence to best practices in human resource management, and compliance with applicable employment law.
- Actively engage the staff in professional development efforts.

In Financial Management and Performance, the Executive Director will:

- Ensure the financial success of each Annual Meeting, as a primary financial contribution to the organization's operations, including running the meeting and negotiating contracts.
- Develop and implement, in conjunction with staff and other resources, additional revenue streams outside of the Annual Meeting and member dues.
- Coordinate with the Manager, Membership and Marketing to grow and retain membership.
- Identify fundraising targets and work with staff and member volunteers to create fundraising opportunities, achieve goals, and help create an organizational culture of giving.
- Work with staff and Treasurer to propose an annual organizational budget for Board of Directors' approval based on an assessment of needs, external environmental factors, and the SAA annual operations goals. Accountable for financial stability, as well as the monthly distribution of financial reports and analysis to the Board of Directors.
- In conjunction with SAA staff and the SAA Board, ensure the achievement of fiscal and financial goals.

- Ensure financial management practices that promote good stewardship throughout the organization and make certain that all financial systems are managed well.
- Coordinate with SAA's financial advisor and the Investment Committee.

Qualifications and Experience

To be successful, the Executive Director will need to have senior executive leader experience in a professional association. Specific qualifications include:

- A bachelor's degree or higher; CAE certification preferred.
- At least seven years of experience in a senior management or leadership role in a similar- or larger-sized nonprofit organization.
- Experience with governance in nonprofit institutions or associations.
- Proven track record of leadership and accomplishment of annual and long-term goals, including membership engagement, program development, and revenue generation from multiple sources.
- Proven track record in managing and developing staff.
- Knowledge of advocacy efforts with state, national, and/or international government officials.
- Fluency in Spanish is a significant plus but is not mandatory.

Key Skills and Abilities

- Demonstrated ability to implement the Board's decisions and operational plan.
- Strong financial management, including administration of endowment funds, budget planning and working with donors. Must be able to deliver on the Board's vision and initiatives.
- Demonstrated ability to motivate staff, volunteers, and members toward a common vision.
- Demonstrated understanding of academic publishing, including financial aspects, access

issues, the maintenance of high impact journals, and publishing scientific results for a non-professional audience.

- Skilled communicator with diverse audiences.

Personal and Professional Qualities

- Act ethically and adhere to the SAA mission and core values.
- Demonstrate professionalism and empathy in interactions with staff, members, and the Board.
- Foster trust and build a sense of a shared purpose and commitment with the Board of Directors, members, and staff.
- Guide and mentor staff to effective performance and provide professional development opportunities.
- Address problems and challenges quickly and calmly.
- Practice life-long learning and be willing to implement new concepts, technologies, and methods.
- Be hands-on as necessary and willing to pitch in on any project.
- Be committed to the success of SAA, its members, and staff.
- Demonstrates an understanding of the IT infrastructure needed to maintain a professional society, including website design and maintenance, archival storage of records, and storage of current files.

Measures of Success

The success of the Executive Director will be determined by:

- The quality and quantity of the programs and services offered by SAA.
- The development and maintenance of internal systems that foster high levels of staff productivity, morale, trust, and teamwork.
- The establishment and maintenance of a trusting and productive relationship with the Board.

- The financial stability of SAA and implemented operations to continue that stability and provide for revenue growth.
- The continued and growing financial success of the Annual Meeting.

- The development of sustainable and impactful regional/thematic meetings as directed by the board.
- The continued financial success, sustainability, and professional impact of all SAA publications, as well as outreach efforts to non-professionals.

II. Organization Review

About Society for American Archaeology

Founded in 1934, the Society for American Archaeology (SAA) is an international organization dedicated to the research, interpretation, and protection of the world's archaeological heritage and its practitioners. With more than 7,000 members, SAA represents students, avocational, and professional archaeologists working in a variety of settings including government agencies, state societies, colleges and universities, museums, the private sector, and with indigenous people.

Since its founding, SAA has endeavored to stimulate interest and research in archaeology, advocated and assisted in the conservation of archaeological resources, encouraged public access and appreciation of archaeology, worked to prevent the looting of sites and materials, and created connections among those interested in archaeology.

Organization Mission and Goals

SAA's mission is to increase understanding and appreciation of humanity's past as achieved through systematic investigation of the archaeological record. The society leads the archaeological community by promoting research, stewardship of archaeological resources, public and professional education and the dissemination of knowledge. To serve the public interest, SAA seeks the widest possible engagement with all segments of society, both nationally and internationally, in advancing knowledge and enhancing awareness of the past. It has a long history of promoting the educational and professional

interests of and opportunities for historically underrepresented populations, including indigenous peoples, Native Americans, First Nations, minorities, women, and the LGBTQ community.

- Advance archaeological research and disseminate archaeological knowledge to the professional community and public at large.
- Improve the practice of archaeology and promote archaeological ethics.
- Conserve the archaeological record.
- Serve as a bond among archaeologists worldwide in all segments of the community.
- Serve the needs of its diverse membership.
- Advocate for archaeology through legislative and public policy avenues.
- Provide an effective and flexible structure for SAA operations and initiatives.

Government Affairs

Since its founding, SAA has been the leading advocate for laws and regulations in the US for the conservation and preservation of the archaeological record. SAA also has been a leader in the establishment and continued funding of archaeological research by government funding organizations. Additionally, SAA has led international efforts to advance protections of archaeological and heritage resources worldwide, particularly in developing countries. Finally, SAA has fought and continues to fight for the rights of indigenous and local communities to protect their heritage in ways that best serve their interests.

Membership & Professional Development

SAA's membership includes archeologists active in all facets of the profession, students of archaeology, avocational archaeologists, and those interested in and supportive of SAA's mission.

Among other offerings, SAA provides an Online Seminar Series that offers free and fee-based professional development opportunities designed for students and archaeologists seeking to enhance their skill sets or knowledge base.

SAA's Committee on Curriculum has recently developed a *Model Curriculum for a Masters in Applied Archaeology*.

Archaeology for the Public is an SAA initiative to introduce archaeology concepts in the K-12 educational system by providing resources for teachers.

Annual Meeting

SAA's most recent Annual Meeting was in Washington DC from 4/11/18-4/15/18. Subsequent Annual Meetings are planned for 4/10/19-4/14/19 in Albuquerque, New Mexico; 4/22/20-4/26/20 in Austin, Texas; 4/14/21-4/18/21 in San Francisco, California; and 3/30/22-4/3/22 in Chicago, Illinois; 3/29/23-4/2/23 (under contract negotiation); and 4/3/24-4/7/24 (under contract negotiation).

SAA Press and Publications

The SAA Press is the official book-publishing unit of SAA. Its books focus on the discipline and context of archaeological endeavors and help archaeologists in their work. In addition to the high-quality books, SAA also publishes:

- *The SAA Archaeological Record*, launched in 2001, is a four-color magazine issued five times a year, encompassing SAA business, commentary, news, regular columns (including one from the Executive Director), software reviews, job listings, opinions and articles.

SAA contracts with Cambridge University Press to publish the following scholarly journals:

- *Advances in Archaeological Practice*, launched in 2013, is a quarterly digital journal devoted to sharing creative solutions to challenges in the practice of archaeology globally.
- *American Antiquity* is a quarterly journal devoted to the archaeology of the New World, method and theory pertinent to the study of New World archaeology and closely related subjects.
- *Latin American Antiquity* is a quarterly journal devoted to the special reports on archaeology, prehistory and ethnohistory in Mesoamerica, Central America and South America, as well as culturally related areas.

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Social Media Presence: Facebook, Twitter, LinkedIn

III. About Vetted Solutions

Vetted Solutions is a Washington, D.C. based executive search firm specializing in association, nonprofit, and hospitality/destination marketing community recruiting and consulting. We focus on senior staff and CEO positions.

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