ASSOCIATION OVERVIEW

Founded in 1936, the Society of American Archivists is North America's oldest and largest national professional association dedicated to the needs and interests of archives and archivists. SAA represents more than 5,900 professional archivists employed by governments, universities, businesses, libraries, and historical organizations nationally.

VISION: The Society of American Archivists empowers archivists to achieve professional excellence and foster innovation to ensure the identification, preservation, understanding, and use of records of enduring value.

MISSION: SAA is a vital community that promotes the value and diversity of archives and archivists and serves as the preeminent resource for the profession.

CORE ORGANIZATIONAL VALUES

The Society of American Archivists is committed to:

- Advancing the public standing of archivists.
- Ensuring the diversity of its membership and leaders, the profession, and the archival record.
- Fostering an open and inclusive culture of creativity, collaboration, and experimentation across the association.
- Providing excellent member service.
- Ensuring transparency, accountability, integrity, professionalism, and social responsibility in conducting its activities.

The SAA Council (SAA’s governing body) develops, implements, and refines a Strategic Plan that articulates the outcomes that SAA would like to achieve on behalf of archives and archivists.

The following Goals and Strategies represent areas of focus for the next three to five years. The Goals answer the question, “What will constitute future success?”
FOUNDATION OVERVIEW

The Society of American Archivists Foundation is the nation's leading source of nonprofit funding dedicated to the interests of archives and archivists. The SAA Foundation raises money to provide resources to enhance the work of the archival community. To that end, the SAA Foundation supports:

- Research and reporting about the profession, its practice, and its practitioners;
- Development of professional growth opportunities;
- Recognition of archivists via scholarships, travel assistance, and awards;
- Programs to enhance the performance of repositories; and
- Efforts to persuade influential external organizations to create or promote archives.

POSITION SUMMARY

SAA is seeking an Executive Director to transform it into an even more member-centric association. Moving forward, SAA will increase its activities to ensure awareness of the profession, the understanding of the impact it has in different sectors and settings, and the career advancement of its members across all stages. The next Executive Director will champion and expand the association's existing work — and leadership — in the areas of diversity, equity, inclusion, and access. SAA is working to embrace new perspectives within the profession and the association, which will include reviewing the association's program and product offerings to ensure that SAA is relevant to all stakeholders it serves, especially as the profession's approach to work has changed due to the pandemic as well as the ever-changing advances in technology.

The Executive Director reports to and works collaboratively with the Council, SAA's governing body, and other volunteer leaders providing overall leadership and direction to the association and its foundation. Operationally, the Executive Director oversees a staff team of 10 and a $2.5 million budget.
RESPONSIBILITIES

Influence and Relationship Building

- Promotes higher visibility of the association, the Foundation, and the profession with the general public, government officials, related professions, thought leaders, and other partner organizations.
- In collaboration with the Council, advocates incorporating diversity, equity, inclusion, accessibility, and cultural competency into all aspects of SAA's work, taking into account the Strategic Plan 2020-2022, work plans, and informed by existing goals and strategies developed by component groups.
- In conjunction with the President and Council, represents SAA and membership to key stakeholders to build SAA's public image and that of the archival profession.
- In collaboration with the President, acts as a key spokesperson for the association and as an ex officio member of the Foundation.
- Interacts with the membership and key stakeholders to understand their needs, maximize engagement, and promote member satisfaction.
- Leads efforts to cultivate existing, and create new, alliances, partnerships and collaborations, particularly with key related organizations.

Strategy Development and Execution

- In conjunction with the Council, articulates a clear vision for SAA and recommends and implements long-range strategic plans that will achieve established goals and promote the future relevancy of the association and the profession.
- Partner with the Foundation Board to achieve its programmatic and fundraising goals.
- Provides forward-thinking leadership in the development and execution of organizational strategy.
- Supports the staff in the development, implementation, monitoring, and adjustment of strategic and business plans.
- Evaluates and documents efficacy of association programmatic services and organizational assets.
- Successfully plans and executes SAA's annual conference.
Governance

• Engages and works in collaboration with the Council and the Foundation Board on matters of governance, mission, vision, and strategy. Serves as a nonvoting, ex officio member of the Council, the Executive Committee, and the Foundation Board.
• Supports the President, President-Elect, other officers, committees, and volunteers.
• Works with the President to develop Council meeting content and agendas, leadership orientation, and governance development activities.
• Provides expertise and guidance in the governance of nonprofit organizations.
• Maintains awareness of governance, legal and financial reporting requirements for 501(c)(3) and 501(c)(6) organizations, and provides guidance to the Council and the Foundation Board.

Management Oversight

• Directs the operational activities of the association and the foundation with sole and exclusive authority over staff and staffing matters.
• Leads and continues to develop the organization's team, inspiring and empowering them in their roles. Cultivates collaboration and fosters a culture of integrity, teamwork, transparency, and results.
• Develops policies and procedures, in an ethical and legal framework, and in collaboration with staff, for the operation of the association and the Foundation.
• Manages within established budget and informs the Council of significant variances. Oversees budget preparation including modeling and forecasting.
• Leads and manages the annual conference budgeting, planning, program development, marketing, sponsorships, and delivery.
• Maintains an understanding of legal issues in the management of nonprofit organizations and ensures legal compliance and appropriate risk management.
• Hires, develops, manages, and establishes compensation for all employees of SAA in accordance with the annual budget.
• Provides regular communications to the SAA Council keeping them informed of key activities, as well as SAA's financial condition and operations.
MEASURES OF SUCCESS

The specifics regarding measures of success, including metrics, will ultimately be agreed upon by the successful candidate and the SAA Council, but at the end of the first year the Council would expect the following:

• A smooth transition has taken place with the Executive Director developing effective relationships and rapport with the SAA Council, Foundation Board, staff, members, volunteer leaders, and partners.
• The Executive Director is effectively implementing SAA’s strategic and operational plans to promote organizational growth and improve governance for the association.
• SAA continues to champion and advance diversity, equity, inclusion, and accessibility within the profession and the association.
• In collaboration with the Council, the Executive Director has identified and developed a plan to pursue new revenue opportunities which ensure financial sustainability and growth.
• The Executive Director has actively engaged and energized members and supporters, strengthened the relationships with related associations, and continues to serve as an advocate of the profession.

REQUIRED EXPERIENCE

• Bachelor’s degree.
• At least seven years of successful senior-level association or other relevant experience.
• A professional and personal commitment to diversity, equity, inclusion, and accessibility.
• Experience raising the visibility of an issue, organization, or a profession.
• Successful experience working with a multigenerational membership.
• Track record of increasing value and engagement as well as creating new revenue streams for an association.
• Entrepreneurial focus with an understanding of how to approach and assess new business models for associations.
• Track record of developing partnerships that advance the mission of an organization.
• Experience with change management including culture change.
• Proven financial management skills.
• Certified Association Executive (CAE) designation is desirable.

PERSONAL CHARACTERISTICS

• Warm, engaging, empathetic, and authentic leadership style.
• Patient, humble, and diplomatic leader who builds trust by listening and engaging a variety of stakeholders.
• High emotional intelligence.
• Open to feedback and accepts accountability.
• Creative and experimental in approach.
• Strong communication, and interpersonal skills.
• Strategic and creative thinker with the ability to analyze complex issues.
• Relationship builder with the ability to gain consensus among diverse stakeholders, positively and constructively resolve conflict, and effectively negotiate compromise.
• Collaborative and mentoring management style.
• Member-centric mindset to help promote member engagement and growth.
• Honesty, integrity, and a highly developed sense of ethics.
DIVERSITY STATEMENT

The Society of American Archivists and its membership have a strong commitment to promoting diversity, equity, and inclusion as articulated in their policies and positions including Core Values, Statement on Diversity, Equity and Inclusion, and the Strategic Plan. SAA’s Council recently approved their *Guidelines for Preparing a Diversity Statement* which applies to elected candidates and key staff positions, including the Executive Director.

As part of the search process, candidates will be asked to prepare a diversity statement. The Council’s Guidelines can be found here.

COMPENSATION

Anticipated hiring range is approximately $175-225k with the actual offer based on finalist’s experience, among other factors.

SAA HEADQUARTERS

17 North State Street
Suite 1425
Chicago, IL 60602-4061

**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 CEO and senior staff positions.

For confidential consideration, please email your resume and cover letter to: SAAEDsearch@vettedsolutions.com or call +1 202 544 4749.

vettedsolutions.com
Follow us on:  

Partners in Panorama – Asia, Australia, EMEA, Latin America, North America
Members of the Association of Executive Search Consultants – AESC