

## Forest History Society - Position Description

**TITLE:** President & CEO

**LOCATION:** Durham, NC

**REPORTING RELATIONSHIP:** The President & CEO reports to the board of directors through the board chair.

**PRINCIPAL RESPONSIBILITIES:** The President & CEO provides strategic leadership and executive management consistent with the strategic plan and the direction of the board. Manages and leads the professional staff and day-to-day operations to achieve the Society's mission. Leads the Society to a place of credibility in diversity, equity, and inclusion. Develops and nurtures strategic relationships and represents the Society to the supporters, media, and other publics. Advances the mission, achieves financial and operational objectives. In addition, the President & CEO will provide:

### **1) Leadership and Management of the FHS Organization**

- Foster a customer-focused staff culture that supports innovation, continuous improvement, career-long learning and professional development within a safe, welcoming, and diverse workplace.
- Hire, develop, review, and terminate the professional staff.
- Maintain and execute a robust fundraising and development strategy.

### **2) Leadership in partnership with the Governing Board**

- Advise and support the board of directors in governing the organization; participate fully in deliberations of the board, board committees, and other elements of governance; participate in the development of the strategic plan; provide the board with regular reports, thought leadership, data, analysis and recommendations to assist in governance and strategic thinking.
- Develop and propose: the annual plan of work and budget; board and operational policies; new program and service opportunities; amendments to the by-laws and other governing documents.
- Execute the annual plan of work and budget as adopted by the board; orchestrate and lead the staff, Board, and all required resources to achieve the annual plan of work and the long-term strategic plan goals.

**3) Leadership and Management of members, member relations, and prospective members**

- Work closely with professional advisors to the board, such as the general counsel and official auditor.
- Develop and manage relationships with sponsors, partners, advertisers, strategic allies, and others.

**4) Leadership and Management of financial and/or asset giving, in all respects**

- Provide thoughtful stewardship of the Society's assets, including: cash, investments, tangible property and intellectual property.
- Inform the board regarding the condition and operations of the organization and trends, events, or emerging issues that can impact the Society's success.
- Maintain a strong and effective Visual Identity Standard, protecting the Society's credibility, trademarks and service marks.
- Select, engage, and supervise vendors and contractors and other service providers.
- Evaluate and sign contracts and other agreements.

**5) Leadership and Management of external partners and collaboratives**

- Deliver outstanding attendee experiences through meetings, lectures, colloquia, webinars, and other avenues. Develop, implement, and market other products, programs, and services.
- Oversee publications, education, and outreach efforts. Serve as executive publisher of the Society's magazine and other publications. Oversee the Society's journal *Environmental History* and maintain productive relationships with the American Society for Environmental History and the publishing partner.
- Manage the office, infrastructure, systems, policies and procedures necessary to administer the headquarters operation, serve members and ensure consistent, high-quality, and professional operations.
- Serve as chief liaison with Duke University and other educational institutions, key constituents, funding sources, and other supporters.

**EDUCATION:** An advanced degree in forestry, history, library sciences, and/or related disciplines is desired. Certification in association management preferred or willingness to pursue.

**QUALIFICATIONS:** Substantial and multi-year experience in a senior executive management position or associate/full professor level desired.

**PERSONAL  
CHARACTERISTICS:**

- Spokesperson, ambassador, and enthusiastic advocate for the Society.
- Effective fundraiser with individual, family, corporate, foundation, and/or government sources.
- A leader able to develop credibility with the membership, staff, and board.
- An appreciation of the value of history and passion for historical programming.
- Ability to articulate and advance a vision of forest history and its significance to academic and public audiences.
- Experience in engaging a diverse, global constituency.
- Personable, self-confident, and positive.
- Self-reflective and excellent communicator.
- Willingness to travel up to 30 percent of time domestically and internationally on behalf of the Society.
- Trustworthy; operates with the highest level of integrity and ethical behavior.
- Skilled in interpersonal and organizational conflict analysis, management, and resolution
- Open, candid, collaborative, management style.