



DEDICATED TO THE EXPLORATION, STUDY, AND CONSERVATION OF CAVES

## **Interim Executive Director**

**Location:** Remote with onsite time in Huntsville as needed

**Category:** Paid, Part-Time \$75/hr

**Time Commitment:** 30/hrs per week

**Contact:** bog@caves.org

### **About the NSS**

Founded in 1941, the NSS is the largest membership organization dedicated to caves & caving. Composed of over 8,000 members and 250+ local chapters - known as grottos - we connect cavers so they can explore, study and conserve caves worldwide.

### **About the Interim Executive Director Position**

The Interim Executive Director will be responsible for overseeing all operations of the organization. They will be responsible for managing and supporting the Division Heads in Communications, Education & Training, Conservation & Science, Facilities, Membership, Operations, and Accounting & Finance. This role requires a seasoned manager who can maintain continuity and support the execution of planned restructuring while the society works to hire a permanent Executive Director. The Interim Executive Director will report directly to the Board, specifically the Chair of the Board. The Society expects to hire a permanent Executive Director towards the end of 2024.

### **Key Responsibilities**

#### *Operations & Management:*

- Manage all Divisions within the NSS, ensuring alignment with the Strategic Plan and organizational goals.
  - Divisions include: Communications; Education & Training; Conservation & Science; Facilities; Membership; Operations; Accounting & Finance
- Meet regularly with Division Heads to ensure they have the requisite support and resources and day to day objectives are being met.
- Foster team spirit by inspiring and recognizing the efforts of volunteers and employees of the society.
- Work with Division heads to make sure that their teams and departments have handbooks and operating procedures in place.
- Work to resolve critical vacancies, resource gaps, and interpersonal conflicts effectively.
- Maintain continuity and stability during the ongoing reorganization.
- Help to fill vacancies in Division & Department roles.
- Act as the figurehead of the organization when necessary and appropriate.

#### *Finance & Budgeting*

- Monitor organizational spending and budgets. Approve/manage invoices where appropriate.
- Work with the Secretary-Treasurer to develop Annual Budget
- Ensure budgets are met and reporting is delivered
- Function as one of two individuals who has signing authority for the NSS.

#### *Board Communication & Relations:*

- Compile reporting from Division teams 30 days ahead of Board Meetings.
- Keep the board informed on the work of the Division Heads
- Support the Board in the search and onboarding process of the permanent Executive Director



NATIONAL SPELEOLOGICAL SOCIETY, INC.  
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**Required Qualifications**

- 10+ years of relevant work or volunteering experience.
- Bachelor's degree in related field. MBA preferred.
- Ability to represent the organization professionally internally and externally.
- Proven track record of executive level management supporting high-performance from volunteer or employees
- Individual with a positive, affable, and approachable manner, who cares about the work of and the people on their team. Promotes a constructive and fun teamwork-oriented work environment.
- Ability to build strong relationships with volunteer, remote teams within and across divisions. Strong interpersonal skills and ability to engage effectively with internal and external stakeholders. Can resolve interpersonal conflicts within and across teams and Divisions.
- Demonstrated ability to anticipate strategic program needs and risks, taking the initiative to address them.
- Action-oriented, flexible problem-solver with an ability to manage multiple varied teams, develop solutions to obstacles and resource gaps, embrace and communicate effectively through ambiguity, and drive task completion.
- Willingness to roll up sleeves and ability to overcome barriers and setbacks.
- Excellent written and oral communication skills and ability to operate collaboratively in an environment with coworkers using Google Workspace or Microsoft 365 Products.

*The NSS is committed to diversity and inclusion. All individuals, regardless of personal characteristics, are encouraged to apply.*