



Executive Director

GIS Certification Institute (GISCI)

Location: GISCI's administrative function is currently based in Park Ridge, IL (suburban Chicago). The Board is open to considering a remote work situation for the ideal candidate.

The GIS Certification Institute (www.gisci.org) seeks an Executive Director to support GISCI leadership in Institute governance; lead GISCI operations; and provide outreach that supports the Institute's purposes.

I. Governance

- Assumes a leadership role in guiding the Institute's operations and GISCI Board of Director (Board) policies.
- Recommends and participates in the formulation of goals, objectives, and related policies by the Board.
- Supports and interacts with the Board and all GISCI Committees and working groups to ensure that the objectives of the Institute are being met.
- Makes decisions within the articles of incorporation, bylaws, and existing policies, as the Board has approved them.

II. Operations

- Works with the GISCI Board and the Applicant Review Committee to maintain and improve the certification application process.
- Supervises certification applicant review process to ensure Institute standards are upheld and application processing objectives are being met.
- Supervises operation and maintenance of the GISCI website.
- Coordinates legal activities related to GISCI in implementing the Board's direction.
- Prepares, monitors, and implements the GISCI budget; forecasts financial requirements and resources to aid the Board in setting financial policies. Maintains regular contact with the GISCI President, Treasurer, and accountant.
- Negotiates contracts and approves payments for expenses within the authority limits established by the Board.
- Researches and develops investment vehicles for reserve funds.
- Provides other services, as directed by the Board, that support the Institute's operations.

III. Outreach and Leadership

- Dialogs formally and informally with interested parties about the certification process.
- Speaks on behalf of GISCI at local and national conferences and other appropriate events, and promotes certification to prospective applicants.

- Works with the Outreach Committee, staff, and vendors to develop GISCI marketing and promotional items; creates and operates exhibits for GISCI.
- Publishes newsletters, writes magazine articles, and works with other media in support of outreach activities of the GISCI certification program.
- Supports GISCI's activities in the Coalition of Geospatial Organizations.

Requirements:

Education: Bachelor's degree is required. Course work in spatial data is desired.

Association management experience and/or GISP certification (or eligibility) is preferred.

Must have a proven track record of managing projects and processes for an organization (association management experience is preferred). Must have excellent customer service skills. Must be well-poised and project-driven and have proven success leading and working with volunteer member committees. Proven budget and fiscal abilities; interpersonal, communication and organizational skills and a team orientation. Excellent Microsoft Office and project management skills are required along with database management experience. Website development and maintenance is a plus (the organization wishes a major website overhaul.)

For information about GISCI: www.gisci.org

Email resumé, along with cover letter addressing requirements listed above along with salary history and requirements to: Wendy Nelson, Interim Executive Director, wnelson@urisa.org by close of business (5PM CDT) on Monday, April 20, 2009.