



EARTHQUAKE ENGINEERING RESEARCH INSTITUTE

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EARTHQUAKE ENGINEERING RESEARCH INSTITUTE JOB DESCRIPTION: EXECUTIVE DIRECTOR

THE EARTHQUAKE ENGINEERING RESEARCH INSTITUTE (EERI):

The Earthquake Engineering Research Institute (EERI), the leading membership supported organization of its kind, was organized in 1949 as a nonprofit corporation. Its mission is to reduce earthquake risk by (1) advancing the science and practice of earthquake engineering, (2) improving understanding of the impacts of earthquakes on the physical, social, economic, political, and cultural environment, and (3) advocating comprehensive and realistic measures for reducing the harmful effects of earthquakes.

The Institute helps achieve this mission by conducting seismic studies, inspecting and reporting on earthquake damage, encouraging and providing education and technology transfer, including holding annual meetings and other events, sponsoring conferences, and publishing newsletters, a quarterly refereed technical journal (*Earthquake Spectra*), special reports and technical papers, and periodic conference proceedings.

EERI's over 2300 members reside in 48 states, 1 district, 2 US territories, and 64 foreign countries. The Institute is recognized as the authoritative source for earthquake risk reduction in the United States, and in partnership with other nations and similar organizations, develops earthquake risk management information for global use.

JOB SUMMARY:

Under general direction of the Board of Directors, the Executive Director serves as the Institute's chief executive officer and assists the Board in formulating the Institute's policies, goals, objectives, and programs and projects. The Executive Director is responsible for the effective implementation of Board decisions and governing policies and procedures needed to serve the Institute's members and programs and special projects. The Executive Director has general responsibility for the management and operations of the Institute's business functions in accordance with adopted policies and procedures, the Board's directions and instructions, and applicable contractual and grant provisions.

Overall Responsibilities:

- Maintain and expand the strength and vitality of EERI, as the nation's premier professional association in the earthquake field.
- Represent EERI nationally by serving as EERI's representative on state and national, international, and other advisory and project committees.
- Work closely with the Board to achieve goals of the Institute's current *Strategic Plan*.

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a nonprofit corporation

- Serve as primary liaison to federal funding agencies by building, maintaining, and nurturing these important relationships.
- Provide oversight of the production of all EERI publications (including the website) and other materials that present EERI to the community by ensuring that each meets the highest professional standards.
- Serve as the primary point of contact for EERI to the media, regional, and student EERI chapters, individual members, subscribing members, and the general public.
- Manage EERI's technical programs, including writing and producing the proposals that fund the Learning From Earthquakes (LFE) program, the FEMA Cooperative Agreement with the Federal Emergency Management Agency (FEMA), and conferences and projects as needed. Serve as the Principal Investigator (PI) on all Institute grant projects to ensure that EERI meets its obligations to the funding agencies.
- Coordinate the development of national conferences, meetings, seminars, and other events.
- Advise staff and volunteers in developing and carrying out fundraising and member development efforts.
- Direct staff in providing member services, technical programs, endowment administration, and other functions.
- Manage the office by recruiting, hiring, training, supervising, and evaluating staff to ensure efficient and cost effective operations.

Challenges Facing EERI's New Executive Director:

- Maintaining EERI's multidisciplinary perspective, but recognizing that EERI must also meet the needs of its core engineering membership. This includes reversing the decline in engineering members and increasing the overall total membership of EERI.
- Developing programs and products that are of value to EERI's members, including identifying opportunities to develop and promote new "publications and other valued products" that will help our members become more effective in meeting the challenges of an increasingly complex, multihazard, and technologically changing world, thereby increasing revenue and membership.
- Making EERI financially independent because EERI cannot expect the same level of government agency support for its programs in the future as was available in the past. Some activities include identifying new sources of project funding and increasing EERI's Endowment Fund and strengthening the Institute's development program with dedicated staff and the active involvement of EERI's leading members.
- Keeping EERI at the forefront of earthquake engineering research, policy and implementation to achieve its mission and to reduce earthquake losses worldwide. Continuing EERI's highly respected work with the LFE program, its international work through the World Housing Encyclopedia (WHE) and related programs, and continuing to encourage local activism by increasing the number of EERI student and regional chapters and the level of activity of existing chapters.
- Strengthening EERI's image with the media and the general public.
- Maintaining EERI's role as an effective advocate for earthquake engineering and seismic risk reduction.
- Positioning EERI as a leader in an increasingly multihazard research and practitioner environment.

DESIRABLE EXPERTISE AND CHARACTERISTICS

Expertise:

- Broad knowledge of current issues, agencies, and individuals in the earthquake profession.
- Understanding of new technologies and the potential they offer.
- Ability to communicate with and develop programs to attract the “next generation” while meeting needs of senior members.
- Knowledge of the congressional process and interest and experience in political advocacy.
- Fundraising, donor relations, and membership development (e.g., the ability to energize and excite potential donors and members to support EERI’s mission).
- Project management abilities and experience.
- Ability to view issues from a range of perspectives and make quick decisions.
- Association management and meeting planning experience desirable, although current staff has substantial experience and knowledge.

Characteristics:

- Flexibility as Board composition and leadership change annually.
- Ability to assign, manage and perform multiple tasks while maintaining a sense of humor and professional decorum.
- Possess excellent writing and communication skills.
- Demonstrable people skills, including the ability to evaluate strengths and weaknesses of volunteers and others on whom EERI depends, and to work with them to maximize benefits to EERI.
- Willingness to travel.
- Ability to delegate responsibilities and to be a mentor to new or younger staff members.
- Willing and able to carry out mundane administrative/clerical/editorial tasks from time to time.
- Ability to organize and keep track of details about EERI’s programs, projects, and activities.
- Ability to collaborate effectively with multidisciplinary professionals

QUALIFICATIONS:

Candidates should have at least a Bachelor’s Degree; demonstrated supervisory experience; familiarity with association management and operations; fundraising, donor relations and membership development; and a repertoire of training, education, and experience that demonstrates that the candidate has the abilities to be an effective Executive Director. It would be very desirable if the candidate also has knowledge and experience in the field of natural and other hazards, and a demonstrated ability to collaborate effectively with multidisciplinary professionals.

COMPENSATION:

Competitive Salary and Benefits to be negotiated

APPLICATION DEADLINE: March 15, 2009

Candidates should send a letter of interest and resume with supporting qualifications to searchcommittee@eeri.org or to EERI, 499 14th Street, Suite 320, Oakland, CA 94612-1934, ATTN: Thalia Anagnos, Chair, Search Committee. All applications will be kept in confidence.

SELECTION PROCESS:

The Search Committee will review all applications and select a number of candidates for interviews. The committee will provide the Board of Directors with a rank ordered list of recommended candidates. Following the Board's review and decision, representatives of EERI will be authorized to meet with the leading candidate to discuss terms and conditions of employment. Ideally a candidate would be able to assume the position in fall 2009.