



# GSAE

GEORGIA SOCIETY OF  
ASSOCIATION EXECUTIVES

**Executive  
Director**

## Position Summary

The Executive Director (Chief Staff Executive) is the senior staff leader of GSAE and the GSAE Foundation, responsible for both the strategic direction and the operational excellence of the organization. This is a hands-on leadership role: the person will envision, plan, and execute strategic initiatives, manage programs and relationships, and handle essential administrative and fiscal responsibilities. Because of the lean staff structure, the Executive Director must be willing and able to personally perform day-to-day operational tasks while prioritizing long-term goals.

## Mission & Core Values

**Mission:** To advance the profession of association management and to enhance the professionalism of association executives.

GSAE Core Values	Your Values
<ul style="list-style-type: none"><li>Professionalism</li><li>Community</li><li>Leadership</li><li>Model of innovation</li></ul> <p>These values define who we are, what we stand for, and why we exist.</p>	<ul style="list-style-type: none"><li>Member-centered service &amp; continuous improvement</li><li>Collaboration &amp; partnership</li><li>Innovation &amp; adaptability</li><li>Integrity, transparency, and professionalism</li><li>Diversity, equity, and inclusion</li></ul>

## Why Join GSAE Now

- GSAE is entering a period of growth: expanding membership, enhancing visibility, improving member experience, and leveraging technology.
- Small-staff environment—significant autonomy and influence; your work will make a measurable difference.
- Tight collaboration with a committed Board and engaged membership, with opportunities to lead ambitious strategic initiatives.

# Key Responsibilities

## Administrative & Fiscal Management

- Hire, manage, and develop staff; ensure cross-training, professional growth, and operational reliability.
- Develop, monitor, and report on a balanced budget; oversee day-to-day financial operations.
- Oversee audits/reviews, investments, contracts, vendor relationships, regulatory filings, and recordkeeping.

## Strategy, Leadership & External Representation

- Partner with the Board to refine and implement GSAE's 3-year strategic vision, including growth in membership, diversity, and statewide presence.
- Be GSAE's public face: represent the organization to partners, members, sponsors, vendors, ASAE, ASA, and other external stakeholders.
- Identify and respond to trends, challenges, and opportunities in association management.

## Programs & Member Value

- Lead design and delivery of high-quality, relevant educational and networking programs (Leadership Academy, Annual Meeting, SIGs, workshops, retreat).
- Oversee communications and publications (print, digital, web) ensuring professionalism, consistency, and alignment with GSAE's brand.
- Develop and expand services and revenue streams beyond dues that meet evolving member needs.

## Governance & Board Support

- Serve as Corporate Secretary and ex-officio member of GSAE and Foundation Boards (non-voting), support Board governance.
- Ensure Board members receive timely, relevant information (e.g., environmental scans, strategic dashboards).
- Assist with Board policies, succession planning, and onboarding volunteer leaders and new Board members.

## Qualifications & Attributes

- Minimum 5 years of progressive experience in association or nonprofit management, with leadership / executive-level experience.
- Demonstrated ability to manage budgets, financial reporting, audits, investments, and contracts.
- Strong strategic and visionary thinking, with track record of translating ideas into concrete initiatives.
- Entrepreneurial mindset; innovative; able to leverage technology to improve efficiency and reach.
- Excellent communication, interpersonal, and relationship-building skills.
- CAE credential strongly preferred or advanced degree (or willingness to pursue CAE).
- Comfortable in small-staff settings; hands-on, adaptable, able to “roll up sleeves.”
- Commitment to diversity, equity, inclusion, and serving a broad membership base.

## Compensation & Benefits

Salary Range: \$110,000 – \$125,000 with competitive benefits package

## Workplace Location Requirements

This is a remote position, based in Atlanta Georgia.

## Travel Requirements

Up to 10% travel throughout the year.

## Scheduling Requirements

Requires flexibility in scheduling, such as the ability to work evenings and weekends to meet member, event, or organizational needs.

## Essential Physical Functions and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions.

- Must be able to remain either in a stationary sitting position for extended periods while also being able to stand and/or move for extended periods.
- Need to lift, carry, push, or drag boxes or equipment up to 15 lbs.
- Need to adapt and function in various physical settings.

- Frequently communicates with others and must be able to exchange accurate information in these situations.
- Frequently uses computers, software/platforms, and other electronic equipment.

## Application Process

To apply, submit your application by completing the application form via [this link](#) and then selecting Join Our Team button. GSAE is the first position listing. Please submit resume / CV and cover letter (including how you see your leadership contributing to GSAE's vision and any specific experience in marketing or meeting planning). Review of candidates begins immediately; position remains open until filled.

Etherio, the association management company supporting GSAE's search, is carefully managing the application process. They understand the importance of discretion in career transitions and will treat every application with the utmost confidentiality and respect. Applicant information will only be used for this search and will not be disclosed outside the process. The application process will be hosted through Etherio's website career portal, but the position in no way reports to or will be employed by Etherio.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. GSAE retains the right to change or assign other duties to this position.*