**Career Opportunity**

**The Geological Society of America Foundation seeks to hire a President**

**About The Geological Society of America Foundation**

The mission of the Geological Society of America Foundation (GSAF) is to develop and provide funds to support the goals and programs of the Geological Society of America (GSA).

The Foundation was created in 1980 to raise funds in support of the Decade of North American Geology—the signature event of GSA’s centennial in 1988. The Foundation subsequently secured support for a major expansion of GSA headquarters in Boulder, Colorado. Today, the GSAF continues to serve current and future donors by providing information and solutions that align their philanthropic interests with GSA programs and priorities. Through this partnership with GSA members and corporate supporters, the GSAF is now able to provide over $1 million annually to the Society.

**About the Position**

The President of the Foundation is the principal officer and in general oversee**s** the conduct of the fund-raising activities of the Foundation and reports to the GSAF Board of Trustees. The position is part time (0.5 FTE) and is located at GSA Headquarters in Boulder, Colorado.

**Key Responsibilities**

As chief administrative officer of GSAF, duties include **preparation and execution of the Foundation Operations and the Foundation-to-Society Transfer budgets,** supervision of the Foundation Operations Manager and the Director of Development, implementation of strategic initiatives, and other directives as approved by the Board of Trustees. The incumbent shall also maintain close and collegial relations and communications with the GSA Executive Director and attend such Society scientific or organizational meetings as necessary to represent the Foundation.

For an exceptional candidate, Boulder-area residence may be waived and business may be conducted remotely using standard communications tools and methods. If residing in/near Boulder, the President is expected to spend at least two days a week at GSAF headquarters (unless traveling on GSAF business including attendance at the annual, sectional meetings or meeting with potential donors). If residing elsewhere, routine supervision and interaction will be accomplished by video- and teleconferencing, supplemented by in-person trips on both routine and as-needed occurrences.

**Key Qualifications**

* Geoscientific expertise and credentials are mandatory (BS/BA in Geoscience required, MS/MA or higher preferred, professional experience demonstrated).
* Executive or Board experience, especially not-for-profit experience is highly desirable.
* Demonstrated skill and success in several critical aspects including fund-raising. organizational management and supervision, and scientific literacy.
* Other credentials or experience may also be valuable and will be evaluated on a case-by-case basis.

Salary and benefits are comparable to current package and commensurate with experience. Salary range for this position is $70,000 to $75,000. GSA offers a variety of benefits including 403(b) and PTO (requires 20 plus hours/week to be eligible for PTO).

The position opens in September 2019 with applications accepted until December 1, 2019 (or until filled); expected hiring April 2020, with reporting date in June 2020 to allow overlap with the incumbent.

A cover letter is required along with salary requirements, a resume, and three professional references (names, phone numbers, and e-mail addresses). The cover letter must detail why the applicant is a perfect fit for this position, including examples of fundraising, not-for-profit experience if applicable (be precise in explaining your experience in the cover letter). Please submit your application to HR@geosociety.org no later than December 1, 2019.

Equal Opportunity Employer: minority/female/disability/veteran.