



Society of North American Goldsmiths Managing Director Job Description

Background: The Society of North American Goldsmiths (SNAG) is an international nonprofit organization founded in 1969 that supports, promotes, and advances the professional practice and discourse of contemporary jewelers, designers, and metalsmiths through the development of community and resources. By cultivating excellence and innovation, we foster greater awareness, appreciation, and advocacy of the field.

Mission and Vision

The Society of North American Goldsmiths advances jewelry and metalsmithing by inspiring creativity, encouraging education, and fostering community. SNAG envisions a diverse jewelry and metals community that engages in thoughtful conversation and critical discourse while preserving tradition and embracing innovation.

Values

- *Dedicated:* We are committed to the advancement of jewelry, metalsmithing, and community.
- *Informative:* We nourish and share knowledge about jewelry and metalsmithing both inside and outside of our organization.
- *Innovative:* We support, encourage and advance ideas that lead to creative approaches, unique solutions, and crossing boundaries.
- *Inclusive:* We celebrate the rich diversity and history of our field and value a variety of viewpoints through supportive, respectful, and ethical interaction.

Position: SNAG seeks a dynamic and experienced leader to serve as Managing Director to advance the mission and agenda of the organization.

Qualifications: Non-profit experience preferred. Strong operational, organizational, and communication skills essential.

Responsibilities: The Managing Director serves as the chief operating officer of SNAG, working closely with and reporting to, the President and the Board of Directors. The Managing Director is responsible for the administration of all programs, operations and policies in addition to supervising the professional staff. A breakdown of the responsibilities of the Managing Director are as follows:

1) Board Communication:

- Provides effective and timely communication to the Board of Directors
- Meets regularly with the President to update and review programmatic direction and fiscal issues
- Attends Board meetings as Staff Liaison
- Works with the Board to develop long and short-term strategic goals

2) Financial Performance and Viability:

- Is responsible for the fiscal integrity of SNAG
- Operates within and adheres to the approved fiscal policies of SNAG
- Works with the Finance Committee and Treasurer to create and adhere to an annual budget

- Provides support to programs and initiatives that secure the financial health of SNAG
- In conjunction with various Committees and support of the Board, is responsible for directing fundraising initiatives and developing other revenue streams necessary to support SNAG's mission. This may include assisting with writing grant proposals.
- Works with the Treasurer and Staff to compile and submit all necessary cash flow and financial statements, as needed, but not less than quarterly.

3) **Organizational Mission and Strategy:**

- In conjunction with the Board and Staff, implements strategic plans that ensure SNAG can successfully fulfill its Mission through programming, whether new or existing
- Creates and maintains a culture of transparency and communication throughout the organization.

4) **Organizational Operations:**

- Effectively administer SNAG's operations:
 - Oversee database and website management which is implemented by the Operations Manager
 - Oversee marketing and social media which is implemented by the Operations Manager and Board liaison
 - Signs all contracts (pursuant to fiscal policy), and other agreements made and entered into on behalf of the organization
 - Is responsible for the hiring and retention of competent, qualified staff with Board approval
- Serves as an official representative of the organization and is the primary contact for communication
- Ensures commitment to and compliance with all applicable laws and regulations across the organization

5) **Major Program Area Responsibilities**

Conference and Virtual Programming

- Works with Education Committee in facilitating virtual programs and conference planning and management, which includes but is not limited to:
 - Working with the Education and Exhibitions Committees to create programming for the annual Conference
 - Develop a budget for the conference aligned with the budget presented to the BoD
 - Coordinating marketing, publicity and other printed materials
 - Securing Vendors with assistance from the Director of Advertising and Production

Compensation: \$45k - 60k 32+ hours a week

Full-time benefits, simple IRA match, vacation

Starting Date: May 1, 2021

Procedure for Applying: Qualified candidates should email a current resume, 3 references, and a cover letter indicating interest in the position and summarizing qualifications to Nicole Jacquard, at njacquard@snagmetalsmith.org. Deadline for applications is March 31 , 2021.