

NASTT Executive Director Job Description

Position Overview

The Executive Director serves as the Chief Executive Officer of the North American Society for Trenchless Technology (NASTT). Reporting to the Board Chair and accountable to the Board of Directors, the Executive Director is responsible for implementing the Society's strategic plan, overseeing daily operations, managing staff and contractors, and ensuring the financial and organizational health of the Society. Balancing strategic thinking and leadership, the Executive Director shall ensure staff engagement, financial acumen, and industry awareness to advance NASTT's mission and sustain its growth.

The Executive Director is accountable for the following key areas:

Organizational Leadership & Governance

- Implement the Society's strategic business plan, policies, and programs as directed by the Board of Directors.
- Plan and coordinate Board meetings, agendas, and presentations. Provide governance best practices.
- Execution of all decisions made by the Board of Directors.
- Manage Board elections, nominations, onboarding, and committee structures in partnership with the Executive Officers and Committee members.
- Ensure compliance with bylaws, policies, and regulatory requirements for U.S. based 501(c)(3) organizations.
- Stay up-to-date on association management resources, trends, best practices, implementation of policies and procedures, and efficiency of operating a 501(c)(3).

Personnel Management

- Supervise and support a staff of seven full-time employees and multiple subcontracted service providers.
- Conduct annual performance appraisals, compensation studies, and salary adjustments in consultation with the Finance Committee.
- Maintain employee benefits programs, including health insurance.
- Establish job descriptions and annual objectives for staff.

Financial Management

- Develop and oversee the annual budget aligned with strategic objectives.
- Manage cash flow, accounts payable/receivable, and banking relationships; ensure FDIC coverage and financial security.
- Lead annual external audits and maintain transparent accounting practices.
- Provide oversight of staff in negotiating and managing contracts, ensuring significant agreements are presented to the Board for review.

Strategic Planning & Policy Development

- Maintain and update the Society's long-range strategic plan on a three-year cycle, including membership surveys.
- Recommend and implement operating policies consistent with NASTT's mission and values.
- Stay current with industry trends, regulations, and innovations impacting trenchless technology.
- Strengthening relationships within the trenchless technology industry and partners.

- Identify industry trends, demographic gaps, and growth opportunities and guide the development of programs that broaden participation and impact.

Conferences & Events

- Planning, budgeting, and execution of NASTT's flagship No-Dig and No-Dig North conferences.
- Negotiating venue and service contracts and managing contractors for logistics, AV, registration, security, and other services.
- Partner with staff and volunteer leaders to evaluate event outcomes and guide long-term vision and enhancements with business development and conference team execution.

Communication & Representation

- Serve as the chief ambassador for NASTT, representing the Society to members, industry partners, regulatory agencies, and the public.
- Author articles, attend conferences, and engage with regional and student chapters to promote trenchless technology.
- Oversee communications strategy and collaborate with the Marketing and Brand Manager to engage members.

Membership, Training & Publications

- Drive membership growth and retention.
- Ensure NASTT maintains an accurate membership database.
- Development and updates of trenchless technology publications and training programs.
- Ensure NASTT's digital presence is current.

Chapter Support

- Support 12 regional and 19 student chapters across North America.
- Maintain and update affiliation agreements.
- Strengthen Chapter engagement and alignment with national strategic plan.

Work Location: NASTT operates as a decentralized, virtual office network with all employees working remotely, including the Executive Director across the USA, Canada, and Mexico. The Executive Director manages NASTT's staff remotely on a day-to-day basis with periodic in-person meetings typically in conjunction with Board of Directors meetings, conferences or planning sessions. The Board of Directors meetings are conducted in-person four times a year. Two of the four meetings are before the No-Dig and No-Dig North Shows. Generally, the meetings are in January, March/April, July, and October.

Travel: The Executive Director must be able to travel on a regular basis throughout North America. Travel generally consists of attending Board of Directors meetings, conferences, NASTT chapter events, site visits for selection of future No-Dig and No-Dig North Show locations, staff meetings, and other travel as required to effectively represent the Society. Some international travel will be required to attend ISTT or other international trenchless society conferences or events.

Full-Time Position: The Executive Director is a full-time employee of NASTT. Occasional weekend and after-hours work are required and expected. Visa sponsorship is not available for this position.

Confidentiality & Non-Compete: As part of their employment with NASTT, the Executive Director will be required to enter into Confidentiality and Non-Compete agreements.

Compensation & Benefits

Base Salary: Base salary will be commensurate with an applicant's experience and qualifications. \$150,000 to \$200,000. The Executive Director's annual base salary will be reviewed each year as part of the annual performance review process. The Executive Director's base salary will be eligible for an annual increase subject to a recommendation from the Compensation Committee and approval by the Board of Directors. All compensation is made in U.S. dollars.

Annual Performance Bonus: The Executive Director position is eligible for an annual performance bonus. The performance bonus will be based on achievement of a set of mutually defined qualitative and quantitative performance objectives which are developed at the beginning of each fiscal year with the NASTT Chair and Vice Chair. Award of any performance bonus is subject to Compensation Committee recommendation and approval by the Board of Directors.

Travel & Expense Reimbursement: All reasonable travel expenses on behalf of Society business are eligible for reimbursement upon submission of a timely and accurate expense report to the NASTT Treasurer for approval. International travel requires pre-approval from the NASTT Chair prior to booking flights or hotels.

To the extent that use of the Executive Director's personal vehicle is required to conduct NASTT business, mileage reimbursement will be made in accordance with IRS mileage guidelines. The Executive Director position is not eligible for a company-provided vehicle, and the Executive Director is required to maintain liability insurance for their vehicle in accordance with applicable state law if they use their personal vehicle for NASTT business.

Health & Medical Benefits: If the Executive Director is a U.S. resident, they will be eligible for the health and medical benefits plan currently provided to NASTT staff in the U.S.

401k Plan: The Executive Director shall be eligible to participate in the 401k retirement savings plan currently provided to NASTT staff in the U.S. subject to applicable laws governing plan design, qualification testing, and eligibility.

Paid Time Off: The Executive Director is eligible for a total of (20) days of paid time off (PTO) per year for vacation and sickness leave. There are twelve (12) holidays.