



MEMORANDUM

FROM: ASBI Executive Committee
TO: Prospective Candidates
SUBJECT: ASBI Executive Director

The American Segmental Bridge Institute (ASBI) is seeking qualified candidates interested in serving our organization in the role of Executive Director. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. The position reports directly to the Executive Committee (EC), which in turn reports to the Board of Directors (Board).

General Responsibilities

1. Leadership

- Responsible for leading ASBI in a manner that guides and supports our mission.
- Responsible for communicating effectively with the EC and Board in a timely and accurate manner, providing information necessary for the EC and Board to function properly and to make informed decisions.

2. Fiscal Management

- Responsible for the fiscal integrity of ASBI. This includes submission to the EC and Board of a proposed annual budget and quarterly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for supporting development of ASBI financial resources, included membership dues, conference registration fees, and training registration fees.

3. Mission and Strategic Plan

- Responsible for the implementation of ASBI's strategic plan in a manner consistent with our mission.
- Responsible for enhancing ASBI's image by being active and visible in the bridge community by working closely with federal and state highway agencies and other professional organizations.

4. Operations

- Responsible for the effective administration of ASBI's operations.
- Responsible for the hiring and retention of competent, qualified staff.

Required Qualifications

- Professional Engineering registration preferred.
- Well-known in the bridge industry to federal and state highway agencies, engineers, contractors, suppliers, and other related professional organizations.
- Demonstrated experience in the design, construction, and maintenance of segmental bridges.
- Able to gain the confidence of industry as a leader representing ASBI.
- Able to facilitate discussion of technical issues among differing interests.
- Experience in planning, organizing, and facilitating convention meetings.
- Able to work without daily direction from others.
- Good organizational and budgeting skills.
- Good communication and presentation skills, both verbally and written
- Willingness to travel to support the ASBI mission.

Compensation

Compensation is commensurate with experience and other qualifications.

The position of Executive Director is a contract labor position, in which the contracted laborer is responsible for state, federal, and social security taxes. Direct expenses incurred in the performance of the duties of the position are reimbursed at cost. No other benefits are offered as a part of the Executive Director's compensation.

Response

Interested parties may email a statement of interest along with their resumé to ASBI at info@asbi-assoc.org with a **submission deadline** of **April 27**.