Executive Director – Society for Industrial and Organizational Psychology

Job Profile

About the role

The Society for Industrial and Organizational Psychology, Inc. (SIOP) is hiring a new Executive Director. SIOP is the premier membership organization for the science and practice of industrial-organizational (I-O) psychology, a dynamic and growing field that applies psychological science to address workplace issues at both the individual and organizational level. The position is responsible for administering the affairs of the 10,000+ member organization, directing the activities of the Administrative Office and its staff, implementing the policies developed by the Executive Board, and communicating with the membership and the SIOP Executive Board.

Qualifications include: (1) a bachelor’s or master’s degree in business administration, social science, or related field, (2) strong organizational, professional, and interpersonal skills; and (3) the ability to work effectively with the SIOP membership, the Executive Board, the Administrative Office staff, and outside professional groups. Preferred: 10 years of relevant work experience, including 5 years or more of association experience. CAE credentials preferred. Travel: 10% - 15%.

How to apply

Interested applicants should forward a resume, name and contact information of three references, and a cover letter via email to SIOPsearch@gmail.com. In your cover letter, please describe your experience leading and/or executing in the following five areas:

1. **Association Strategy and Governance** – Contributing to the development and execution of strategy to support a large-scale professional association; monitoring and executing all required documentation (e.g., bylaws, policies) to ensure association is in good standing; building and maintaining tactical and strategic partnerships with other professional associations; executing association processes (e.g., elections, membership dues); coordinating with volunteers, committee chairs, executive board, etc. Establishing and maintaining high levels of member satisfaction with the society. Researching, designing, and launching new programs and systems designed to continually improve the SIOP membership experience.

2. **Event Management** - Developing relationships with conference sponsors and exhibitors to obtain financial support for conference programming spanning several events each year; identifying and contracting hotel and event center space to support conference needs; overseeing negotiations with hotels, vendors, and sponsors; developing and executing marketing tactics to ensure conference attendance and visibility; plan, prepare, and manage large-scale conferences including 5,000+ attendees.
3. **Financial Management** – Overseeing the development of an annual budget; reviewing and approving contracts, invoices, and purchases; identifying opportunities for cost savings; maintaining financial and accounting records; monitoring a financial portfolio; working in partnership with executive board to operationalize new revenue streams; calibrating income and expenses against board-defined strategic priorities and up-to-date data about member trends.

4. **Marketing and Communications** – Ensuring effective, modern communications with members, volunteers, and external stakeholders; elevating the visibility of the society through website, social media, print, etc.

5. **Administrative Leadership** – Recruiting, hiring, managing, coaching, and retaining administrative office staff. Prioritizing for and delegating to office staff to maintain operational efficiency. Aligning office staffing, contractor usage, and resource levels to current and upcoming initiatives, including infrastructure investments and staff expansions when justified and agreed upon with the executive board.

Salary and benefits will be commensurate with experience. SIOP is an affirmative action/equal employment employer.

**About the organization**
SIOP is the premier membership organization representing and promoting the science and practice of industrial-organizational (I-O) psychology. Although SIOP is an independent organization with its own governance, it also represents Division 14 of the American Psychological Association (APA) and is an organizational affiliate of the Association for Psychological Science (APS).

I-O psychology is a dynamic and growing field that addresses workplace issues at both the individual and organizational level. I-O psychologists apply research that improves the well-being and performance of people and the organizations that employ them. This involves everything from workforce planning; recruiting, selecting, and training employees; developing leaders; researching job attitudes and job motivation; implementing and improving work teams; ensuring effective diversity and inclusion; efforts and facilitating organizational culture and change. I-O psychology is forecast to be the fastest growing occupation over the next decade, according to the Bureau of Labor Statistics.

The SIOP Administrative Office is in Bowling Green, Ohio, a university town 20 miles south of Toledo, and about an hour away from Detroit. For more information about SIOP, please visit [http://siop.org](http://siop.org).