

Society for the Scientific Study of Sexuality (SSSS) Director of Operations Job Description

02/08/2021

Summary of the Position

Under the direction of the President of SSSS or another individual designated by the President, the Director of Operations is responsible for the day-to-day management of the SSSS office operations as well as for developing strategic goals, monitoring efficiency, and promoting the growth of the organization.

Job duties and expectations for the position include the following:

- Works with the Board of Directors and committee chairs to make decisions for operational activities and to set strategic goals.
- Plans and monitors the day-to-day running of the organization, including
 - Opens, dates, and sorts all incoming mail at least twice weekly;
 - Evaluates the efficiency of organizational procedures and apply improvements;
 - Maintains and retrieves, as needed, office files (electronic and, when necessary, hard copy) in an orderly manner;
 - Updates and maintains master calendar of Board and committee meetings, conference calls, and all SSSS events;
 - Prepares bank deposits following directions from the CPA. Assists with check and credit card processing and account coding, and bill posting for approval by SSSS Treasurer and payment by the accountant. For all bills, responsible for copying the Treasurer and accountant and keeping a hard file in the office.
 - Maintains a current list of Society keys and passwords, and insures that at least one other officer (e.g., the President) has access to these.
 - Trains and supervises staff and volunteers and provides constructive feedback.
- Oversees member support and promotes membership growth, including
 - Responds to mail, email, and telephone queries in a professional, polite, and timely manner and, as appropriate, refers inquiries to the President or another Board of Directors (BOD) officer or committee chair.
 - Maintains responsibility for the communication with members and fulfilling member benefits.
 - Works with the Membership Committee and Office Administrator to develop strategies for recruiting and retaining members.
 - Oversees maintenance of databases including membership, journals, conferences, continuing education, listserv, and electronic mailing lists. Provides administrative oversight to the journal including address updates, current members, and online access vouchers to the publisher and members.

- Maintains the continuing education program, including documentation, certificates, agency updates, and renewal payments. Works closely with the Continuing Education Chairs to maintain agency approvals and compliancy and to offer ideas about how to expand and improve continuing education.
- Supervises the administration and organization of the society awards, the *Journal of Sex Research* mailing list, and the Board of Directions nominations and election.
- Prepares reports on topics including but not limited to statistics on Annual Conference and Membership Reports.
- Oversee the planning and administration of the annual conference, including
 - With the Office Administrator, posts and distributes “calls for presentations” for annual meetings and symposia on website and through email as requested.
 - Works with the Office Administrator and conference program co-chairs to design brochures and programs and to post online.
 - Works with the Office Administrator and Conference Planning Committee to ensure abstracts are reviewed in a timely manner, by assisting with the Scientific Reviewers’ emails and abstract accounts.
 - Works with the conference program co-chairs to create and adhere to a timeline for contacting invited speakers, notifying award winners, and collecting abstracts from invited speakers.
 - With the Office Administrator, processes all pre-registrations, notifications and conference documents; prepares all name badges, fliers and handouts necessary for registration packets; assists with on-site registration activities; maintains online registration module and make updates as needed.
 - Is courteous and personable in directing the on-site registration activities.
 - Processes check and credit card transactions related to Meetings and Symposia and prepares refund requests, in accordance to the Fiduciary Policy; handles refunds in a courteous and timely manner.
 - Works with the Office Administrator and Committee Chairs to provide job descriptions and schedules for student volunteers, Continuing Education, and Moderator volunteers; supervises volunteers at the conference; coordinates requests for assistance from the Board Members, Exhibit Chair, and others.
 - Works with the exhibits chair and Treasurer to handle invoicing, communication and payments for all advertisers, sponsors and exhibitors. Keeps an updated spreadsheet of all communication and payments in an online shared document.
- Maintains good working relationships with key stakeholders, including
 - Maintains a positive working relationship with the President, to whom he/she is directly responsible.
 - Maintains a positive and collaborative working relationship with the Office Administrator.
 - Attends BOD meetings and committee meeting (as a non-voting member) as requested to provide consultation, liaison, and technical expertise.
 - Helps maintain communication and good working relations with other organizations in the field.
 - Takes care to protect SSSS confidential information and ensures that data privacy protections comply with legal requirements.