



Linguistic Society of America
1325 18th Street, NW, Suite 211
Washington, DC 20036-6501
(202) 835-1714

The Linguistic Society of America (LSA) is seeking its next full-time Executive Director.

With over 3,000 active members, the LSA was founded in 1924 to advance the scientific study of language and its applications. LSA plays a critical role in supporting and disseminating linguistic scholarship both to professional linguists and to the general public.

Under the direction of the Executive Committee of the LSA, the Executive Director (ED) will be responsible for the oversight and management of Board support; strategic planning and implementation; financial administration; employment and management of staff; membership retention and recruitment; publications; the LSA website; an Annual Meeting, a Linguistic Institute, and other meetings; committee support; development and grants management; communications; and external representation. The ED will be responsible for the office facility (the Secretariat) in Washington, DC, and all day-to-day operations of the Society. The ED reports to the Executive Committee (the Board) through its President. All are accountable to the Society's membership.

The ideal candidate will have:

- A baccalaureate degree in any field required, a master's preferred. Additional preference for someone having a degree in linguistics or who has taken courses in linguistics and/or world languages.
- Significant experience (5-7 years) and a track record of success leading a nonprofit membership association required, preferably experience with a learned society.
- A demonstrated understanding of and commitment to JEDI (justice, equity, diversity, and inclusion) best practices.
- Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint, Publisher).
- Be comfortable using social media (Facebook, Twitter, LinkedIn, etc.) as a messaging tool
- Agreement to abide by and ensure compliance with the policies of the LSA, particularly the confidentiality and conflict of interest policies of the LSA.
- The ability to travel to attend the Annual LSA Annual Meeting

In addition, the ideal candidate should have:

- An orientation to being a servant leader.
- Traits that include being creative, innovative, collaborative, congenial, diplomatic, and self-motivated.
- A detail-oriented approach.
- Strong writing skills.
- Strong verbal communications skills, including the art of persuasion, making the case for membership based on a strong value proposition.
- The ability to multi-task and deal with interruptions throughout the workday.
- The ability to work some flexible hours.
- The ability to travel to attend the LSA Annual Meeting and other meetings to represent the Society.

The position will be based in Washington, DC, at the Secretariat with the option of remote work, subject to approval. The work environment is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary will be commensurate with experience. To apply, please send a cover letter, resume, and three work references with full contact information to Katha Kissman, Interim Executive Director, kkissman@lsadc.org. The deadline for applications is October 14, 2022.