

## **Executive Director Search Announcement**

Mid-Atlantic Regional Chapter of the American College of Sports Medicine (MARC-ACSM)

### **Position Summary**

The Executive Director is a non-voting member of the Executive Board and is responsible for the oversight and daily operations of the Chapter's home office, financial management in collaboration with the Treasurer, communication with membership, and administrative support to all board members and standing committees. The Executive Director is a non-voting/appointed member of the Executive Board.

This is a paid position; the scope of compensation and terms will be negotiated prior to appointment.

### **Responsibilities Include**

- Attending monthly virtual meetings with National ACSM to represent MARC, stay informed on national initiatives, and share relevant updates with the regional board
- Establishing and maintaining the MARC-ACSM home office
- Supporting all Executive Board members and Chapter committees
- Managing chapter records, finances, and investments (in partnership with the Treasurer and Finance Committee)
- Overseeing registration, logistics, and materials for the MARC Annual Meeting
- Coordinating and publishing annual meeting abstracts in the International Journal of Exercise Science
- Submitting reports and applications to National ACSM (e.g., Annual Report, CEC/CME applications)
- Serving as the primary point of contact for member inquiries and partner communications.
- Maintain a current membership list of all MARC-ACSM members.
- Work with members of the MARC-ACSM board on selected tasks and special projects; including, but not limited to, e-newsletters, chapter sponsorship, and member recruitment.

### **Qualifications**

- Demonstrated experience in nonprofit or academic administration, event management, or executive support roles
- Strong organizational and communication skills

- Proficiency with digital platforms used for membership, finance, and communications
- Familiarity with ACSM and the exercise science/sports medicine community preferred
- Must have the capacity to maintain MARC-ACSM's home office infrastructure
- The Executive Director must be a current member of ACSM and MARC-ACSM and track record of MARC-ACSM/ACSM service is preferred

### **Term & Evaluation**

- Three-year term, renewable for up to three (3) consecutive terms
- Performance will be reviewed annually by the Executive Board
- The position serves at the pleasure of the Board and may be terminated for just cause by majority vote

### **To Apply**

Interested candidates should submit the following materials to Sushant Ranadive - [ranadive@umd.edu](mailto:ranadive@umd.edu):

- Cover letter outlining interest and relevant experience
- Curriculum Vitae or résumé
- Names and contact information for three professional references

**Deadline to apply: July 25<sup>th</sup>, 2025**