**Position Title:** Part Time Executive Director
**Organization:** Indiana Geographic Information Council (IGIC)
**Location:** Indiana (Remote)
**Reports To:** Board of Directors

**Salary:** $35,000-$50,000 annually (average 20 hours a week)

**Position Summary**

The Executive Director serves as the chief executive officer of IGIC, a nonprofit dedicated to advancing geographic information systems (GIS) and geospatial initiatives across Indiana. This position is responsible for strategic leadership, financial management, board engagement, compliance, membership services, and advocacy efforts to ensure IGIC fulfills its mission.

**Financial Oversight and Compliance**

* Coordinate filing of all annual nonprofit tax documents, including 990-EZ, NP-20, and related state filings
* Prepare and report 1099-Misc and W-3 forms, if needed
* File annual Sales Tax, E-1, and Business Entity reports
* Reconcile monthly bank statements and debit card transactions
* Update financial forecasts
* Develop, maintain, and report on the annual budget

**Membership and Communications**

* Manage annual membership purge, renewal, invoicing, and database updates
* Respond to weekly emails regarding membership, training, webinars, conferences, and events
* Manage Esri nonprofit license
* Evaluate outreach and integration with GIS community at the national, state, local levels (all that apply)

**Program & Event Coordination**

* Organize and oversee the Indiana GIS Conference and the Government Geospatial Coordinators Forum
* Coordinate and administer all active grants and contracts

**Leadership & Governance**

* Prepare for and coordinate monthly board and leadership meetings, executive committee meetings, and the annual board meeting
* Manage board elections, officer transitions, and updates
* Support annual update of Data Integration Plan
* Maintain the IGIC governing documents

**Communications & Advocacy**

* Oversee IGIC's online presence including website, social media platforms, and event calendar
* Represent IGIC’s policy positions in legislative and leadership forums at the state and national level
* Advocate for GIS/geospatial interests with policymakers and stakeholders

**Qualifications**

* Bachelor’s degree in geography, GIS, public administration, or related field or experience
* Prefer 10 years of experience in a GIS related field
* Robust knowledge of Indiana GIS community or other statewide GIS organizations
* Experience managing memberships and coordinating events
* Excellent interpersonal, written, and verbal communication skills
* Proficiency in financial software and collaborative platforms

**Additional Information:**

* Some travel may be required to attend conferences and meetings
* Evening or weekend work may be necessary during major events or deadlines
* Position is 1099

Questions, resumes and cover letters can go to office@igic.org.