



**Middle  
East  
Studies  
Association**  
of North America, Inc.

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## Middle East Studies Association Executive Director Job Opening

The Middle East Studies Association of North America (MESA) seeks a new full-time Executive Director (ED) to serve as the chief administrative officer of the Association beginning in late summer 2019. MESA is a non-profit international association open to all persons interested in the study of the region. With a membership of approximately 2500, MESA is the largest professional association in its field. Working under the supervision of the MESA President and Board of Directors, the Executive Director manages the MESA Secretariat in Washington, DC; oversees the administrative and financial affairs of the Association; participates in the planning and implementation of fundraising campaigns; is responsible for the continuing smooth functioning of the Association; and shares with the Board of Directors the work of representing the Association to its members and to the public at large.

As the Association's primary administrator and most consistent face, the Executive Director is expected to work with the Officers, the Board of Directors, and a Secretariat staff of approximately four or five toward developing and implementing a vision for MESA in a changing, 21<sup>st</sup>-century Middle East Studies environment. In addition to maintaining internal processes effectively and carrying out projects that enhance the mission of the Association, the ED should work with the President and Board in formulating and shaping the policies and priorities of the Association.

The Executive Director has ultimate responsibility for the records, general correspondence, and accounts of the Association, and oversees the maintenance of membership and subscriber lists, the election of the officers and other members of the Association's Board of Directors, the collection of dues and subscriptions, and the arrangements for the annual conferences. In addition, the ED maintains relations with other scholarly associations as appropriate; supports the Association's efforts in Development and Strategic Initiatives; provides support to the Committees and Working Groups of the Association and to other MESA initiatives; advises on policies, programs, and procedures; and performs such other duties as may be specified in the Constitution or Bylaws or be assigned by the Board of Directors. The ED must be familiar with the range and complexity of tasks performed by individual members of the Secretariat staff, so as effectively to supervise and coordinate these efforts.

A qualified candidate should have at least five years experience in administering budgets, supervising staff, fundraising, and managing an organization, preferably in an academic setting. Background in Middle East Studies, preferably an MA or PhD degree in a related field, detailed knowledge of higher education and area studies issues in North America, and an understanding of the role of a learned society are highly desirable. Salary will be commensurate with experience.

Applications should include a letter of application, a CV, and three confidential letters of recommendation that should be sent separately. For primary consideration, all application materials should be sent to Mark Lowder ([mark@mesana.org](mailto:mark@mesana.org)) by 5 p.m. E.D.T. on 10 May 2019. Review of applications by the search committee of the Association will be ongoing, with interviews to be conducted in late May 2019.