



Job Title:	PODS Executive Director
Type:	Contract
Location:	Remote
Experience:	10 years
Contact:	Kari Stadler 281-935-2138

The Pipeline Open Data Standard (PODS) Association, Inc. is seeking a dynamic, highly motivated, self-started, and organized Executive Director. The PODS Association a technical organization dedicated to developing and stewarding data standards and data model implementations for the pipeline industry. It is a membership-driven association comprised of pipeline operators, service providers and vendors, and is a not-for-profit in accordance with IRS Code. PODS provides its members with a forum to share experience, knowledge, challenges, and solutions. This is achieved at bi-annual meetings or conferences in the spring and fall and periodic online training and webinars.

The PODS Association is a small organization with three contractor positions; the primary is the full time Executive Director, with two additional part-time contractors. It is the responsibility of the Executive Director to manage and lead all aspects of the organization.

The Executive Director executes on strategy and plans adopted by the PODS Board of Directors. The Executive Director is expected to build upon the existing track record to grow the organization and lead PODS as it advances its program goals and implementation of the strategic plan in the years ahead. The Executive Director works directly for the Officers of the Board and closely with other Board of Director members and Technical Committee members.

Growing the membership and expanding awareness resulting in adoption or endorsement of PODS is a key strategy for 2022 and beyond. Creating a clear understanding of the importance of PODS for providing the right solution for the pipeline industry is required. Tactics include securing partnerships and advancing working relationships through successful outreach to pipeline operators, industry groups, and regulatory agencies, such as the Pipeline and Hazardous Materials Safety Administration (PHMSA).

Roles & Responsibilities

- The Executive Director is the principal manager for the organization and carries out the day-to-day operations with limited assistance from the Officers of the Board of Directors. The Executive Director provides leadership to the PODS Association and Board in the development, management, and evaluation of programs and proper alignment of contractor-staff and financial resources to meet defined goals and objectives.

- **Financial:** Annual budget development and monitoring throughout the year. Work with bookkeeper to generate accurate monthly financial statements and forecasts, monitor membership dues-receivable for successful collection, and process payables through a recurring payment system or single payments. The Executive Directors also works closely with the PODS Treasurer (an Officer and member of the Board).
- **Public Relations:** Provide leadership to the Board to ensure strong representation of PODS to the pipeline industry, pipeline vendor community, regulatory agencies, and other organizations; expand the reach of the PODS organization throughout North America and internationally; speak at conferences and other forums and manage PODS Booth exhibits at conferences; and, develop and maintain an extensive professional network in the pipeline sector.
- **Development:** Work with the PODS Officers and Board on strategic planning, institutional development, financial growth, and expansion of membership and member services.
- **Management:** Manage technical and non-technical volunteer and contract staff, consultants, budget, programs, outreach communications, and oversee all general administrative matters including the budget and financial operations, contracts, and audits. Manage technical committee progress with PODS Technical Committee on Governance (TCG).
- **Outside Communications:** Oversee all marketing and communications activities including website content, newsletters, social media, and member toolkits; provide strategic input in preparing membership communications, Board and member meetings, annual reports, promotional brochures, and other marketing materials. The Executive Director is the first point of contact for membership inquiries and general questions.
- **Inside Communications:** Ensure effective communication across multiple technical committees and working groups.
- **Meetings:** Attend technical committee and work group meetings and help facilitate as needed. Plan, schedule and attend monthly Board meetings, bi-weekly Officer Meetings and annual face-to-face meetings for Board and technical committee.

Requirements

- The PODS Association requires a professional with experience in the pipeline industry, geographic information systems (GIS), and the PODS data standards.
- The candidate should be comfortable supervising, managing, and supporting volunteer committees, working with pipeline operators, and juggling multiple tasks and deadlines in a fast-paced work environment.
- The organization seeks a strong executive with a collaborative leadership style, a demonstrated record of successful management and experience, excellent communication skills, entrepreneurial drive, and a dynamic commitment to the PODS mission.
- The Executive Director should have technical understanding of database systems and GIS.
- 10+ years in the pipeline industry, a working understanding of PODS, and a BS degree are preferred.
- A willingness to travel to attend conferences and meetings is required (meetings typically held in Houston, Washington, DC, and key conferences such as PRCI, Esri, API, etc.).