



POSITION ANNOUNCEMENT

Executive Director Pacific Division American Association for the Advancement of Science

The Pacific Division of the American Association for the Advancement of Science (AAASPD) invites applications for the position of Executive Director. The AAASPD has the highest membership of the four divisions of the AAAS, the largest general scientific organization in the United States. The AAASPD organizes annual meetings at venues across the West, with diverse programming that provides excellent opportunities for scientific presentations, including those by early- to late-career faculty and also students. The Executive Director position has traditionally been a part time appointment augmented with a part time assistant.

The Executive Director reports to the Executive Committee and the Council of the AAASPD, and also to the Board of Directors of AAAS. S/he plays a key role in developing long-range goals, and develops effective strategies to achieve those goals. More specifically, the Executive Director oversees education and outreach efforts, including oversight of all public programs and web development. Duties include but are not limited to:

- Managing all aspects of the annual meeting in coordination with the local site chair.
- Managing communication with the membership, general public and media via the division website, division newsletter, and other venues.
- Drafting and managing the division's yearly budget.
- Facilitating collaborations with professional organizations and institutions to increase participation in the activities of the division and to provide avenues for sharing research with the public, including: general audiences, K-14 educators, the media, potential donors, government agencies, and professional organizations.
- Providing opportunities for students to participate in the division's conferences to increase their skills at communicating their research results to others.

In addition, the Executive Director is expected to assume a leadership role in fund raising to support the AAASPD, which may be achieved by submitting grant proposals, cultivating individual, corporate and philanthropic donors, or overseeing fundraising initiated by the Executive Committee.

Minimum qualifications: The successful candidate will have a doctoral degree in a scientific discipline, and a vision that can inspire division members and leaders. The candidate will be an active member of the AAASPD with residence within the geographical boundaries of the Division. The candidate will also have excellent public relations skills, a track record of successful fund raising, and strong verbal and written communication skills. Candidates from a variety of institutions are welcome, and viable models for the sustainability of the division are encouraged.

Preferred qualifications: Preference will be given to candidates with experience in strategic planning, working with advisory committees, planning conferences, engaging in outreach activities, and fostering and maintaining working relationships with professional organizations.

Applicants: Are encouraged to review a full job description with application details at <http://associations.sou.edu/aaaspd/EDJobDescription.pdf>. Additional information may be obtained by contacting the search committee chair, Owen M. McDougal at owenmcdougal@boisestate.edu.

Review of application materials will begin February 15, 2013. Finalists should plan to attend the annual AAASPD meeting at the University of Nevada, Las Vegas (UNLV) from June 16-19, 2013.

The AAASPD encourages qualified women and minority candidates to apply.