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## POSITION ANNOUNCEMENT

### EXECUTIVE DIRECTOR

*Full-time position with a projected start date in August 2024*

The American Fisheries Society (AFS, Society) is seeking an Executive Director (ED) to replace the current ED who will retire in 2024. With more than 6,000 members from around the world, AFS is a member-driven professional organization that was founded in 1870 and serves as the leading source of fisheries and management information across North America and around the world. Members represent a broad diversity of expertise in the fisheries sector, including academics, managers, practitioners, fishers, and students. The mission of the Society is to improve the conservation and sustainability of fishery resources and aquatic ecosystems by advancing fisheries and aquatic science and promoting the development of fisheries professionals.

### About the American Fisheries Society

AFS is active in publishing, hosting meetings and workshops, providing advice on policy, and promoting education and professional development. AFS publishes five of the top peer-reviewed journals in the field in disciplines that include fisheries science (*Transactions of the American Fisheries Society*), aquaculture (*North American Journal of Aquaculture*), aquatic animal health (*Journal of Aquatic Animal Health*), fisheries management (*North American Journal of Fisheries Management*), and marine/ coastal fisheries (*Marine and Coastal Fisheries*). The Society's magazine, *Fisheries*, is published monthly and includes well-cited, high-impact scientific papers along with news, current events, editorials, letters, unit activities, and information from the officers. In addition, AFS publishes books that are important to management, research, and teaching in all areas of aquatic science.

AFS hosts an annual meeting that takes place in different locations across North America each year. Selected units of the Society representing regional and subject focus areas (Divisions, Chapters, and Sections) are promoted and integrated within the leadership and assist as needed. Relative to policy, AFS seeks to improve the conservation and sustainability of fish and aquatic resources through thoughtful engagement with decision-makers, capitalizing on the expertise of its members to influence policy outcomes in key areas to benefit aquatic resources.

Finally, AFS promotes education and professional development through its professional certification program, curriculum promotion, professional standards, and student involvement.

AFS has traditionally been headquartered in Bethesda, Maryland, and currently employs 14 staff who work remotely other than at an approximately monthly on-site meeting. The Society subunits include 4 regional divisions, 24 Sections, 27 standing committees, 45 state/province Chapters, and 92 Student Subunits. AFS members volunteer to lead and manage those subunits, which are intended to advance the Society's objectives within the varied disciplines of fisheries science and practice.

## The Executive Director Position

The AFS ED serves as the Society's business manager, secretary, and treasurer (duties are more fully detailed in Section 9 of the AFS Constitution and Rules; see <https://fisheries.org/about/governance/constitution-and-rules/>). The ED is contracted by the Society, and is provided direction by the Governing Board, the voting members of which consist of five elected officers, the Division Presidents and Presidents-elect, Presidents of Sections with >50 members, and the President of the Student Subsection of the Education Section. The Governing Board guides the Society at the highest level and is the ultimate authority for the operation of the Society.

The Management Committee, which includes a subset of Governing Board members, functions as an Executive Committee of the Governing Board and is responsible for monitoring Society activities to ensure that policies and plans approved by the Governing Board are implemented appropriately. The Management Committee is also responsible for guiding the ED in executing the Society's mission, reporting to the Governing Board on all decisions, and overseeing financial decision-making.

Reporting to the Governing Board, the ED will:

- provide strong, innovative, and collaborative leadership for AFS in fulfilling its mission and achieving measurable progress on goals and objectives identified in AFS' Strategic Plan,
- be responsible for AFS' staff, programs, growth, financial stability, and execution of its mission,
- maintain accountability for overall operational and fiscal integrity of AFS in accordance with Society bylaws, policies, and directions set by the Governing Board and Management Committee,
- strive for continuous improvement in AFS operations and outcomes by establishing performance measures, monitoring progress, evaluating results, and recommending and implementing improvements, and
- seek to expand and enhance AFS by growing its membership and securing new sources of revenue and support for AFS programs and activities.

## Primary Duties and Responsibilities

The ED is responsible to the AFS Governing Board and acts with its advice and consent. The ED's duties include managing the Society's daily activities, representing the Society in all business operations, being responsible for and communicating with the membership through *Fisheries*, reporting to the Management Committee and to the Society, assisting with units and committees, and aiding with the Society's strategic direction. The ED also maintains the Society's official records and arranges Management Committee, Governing Board, and Society meetings (with the aid of the Arrangements Committee). As the Society's treasurer, the ED collects and receives moneys due to the Society, has custody of Society funds, and pays all Society accounts owed and other expenditures authorized by the

Governing Board. As business manager, the ED prepares annual Society budget, employs/discharges and directs AFS staff, manages space for the Society, has custody of the Society's library, and promotes development of Society membership. Other responsibilities include:

### **Membership**

Provide a high level of service and value to Society members and continue to build AFS as an organization that enhances the professional experience of members and contributes substantially to fisheries and aquatic science conservation and sustainability. Maintain effective outreach to units and identify ways to improve member benefits and services. Ensure that member communications and marketing provide value and increase engagement to attract and retain members.

### **Finance and Administration**

Strategically develop an annual and multi-year budgets. Ensure that the Society operates within budget and maintains an effective blend of revenue streams including membership dues, subscriptions, advertising and other publication income, investments, donations, business partnerships, sponsorships, and grants. Maintain core funding sources and seek new revenue sources to support growth of Society programs and activities. Negotiate contracts and navigate legal issues with support of AFS staff and legal counsel.

### **Government Affairs and Partnerships**

Maintain and enhance the reputation and effectiveness of the Society as a mainstream scientific organization offering specialized expertise in fisheries and aquatic resource management and conservation policy by promoting and ensuring effective national- and state/provincial-level government affairs relationships. Increase international policy engagement through participation in meetings, conferences, and active engagement. Promote partnerships with other organizations that can enhance the organization's abilities to meet the mission of AFS.

### **Communications**

Ensure that the quality, reputation, and impact of Society communications are maintained and enhanced. Develop and implement continuous improvements in the Society's publications, website, e-newsletter, social media, and other communication portals.

### **Conferences**

Ensure that planning and organization for the Society's Annual Conference produces engaging educational and networking experiences for AFS members in a cost-effective manner.

### **Governing Board Support**

Support and maintain communications with the Society's Governing Board and assist with Governing Board planning and meetings.

### **Human Resources**

Provide effective leadership and mentoring to ensure that Society staff and contractors function as a cohesive and productive unit. Communicate a clear understanding of responsibilities and expectations while maintaining a positive team environment. Ensure that effective and timely staff reviews are conducted.

### **Cooperation with AFS Subunits**

Support and enhance cooperation with and among the Society's subunits (i.e., divisions, sections, chapters, committees, student subunits, and working groups) through communications, meeting participation, and development of forums for effective interactions.

### **Diversity, Equity, Inclusion, Justice, and Accessibility**

Continue to incorporate diversity, equity, inclusion, justice, and accessibility (DEIJA) into AFS operations. Implement short- and long-term engagement with members and stakeholders to support a diverse, equitable, and inclusive fisheries and aquatic science profession.

### **Qualifications**

The successful applicant must display the vision, passion, and abilities to advance the American Fisheries Society as a professional society into the future. An advanced degree in an aquatic- or fisheries-related discipline is desirable but not mandatory. Desired qualifications include a proven record that includes increasingly challenging and successful leadership and administrative experiences; experience working with or for natural resource agencies, organizations, and stakeholders; and experience supporting DEIJA initiatives. The applicant should also have an ability to communicate effectively both verbally and in writing, and the ability to lead by example with the highest level of personal and professional integrity, as well as the desire and ability to manage finances, expand revenue streams, and control organizational expenses.

### **Location and Compensation**

This full-time position is preferably located in the Washington, D.C. area, but is available to qualified candidates working remotely. Routine travel to maintain a presence at the AFS office and other venues relevant to AFS operations (including domestic and international meetings) is expected. Actual salary will be negotiated depending on circumstances, cost of living, etc., but the expected range is \$210,000 to \$230,000, depending on experience; actual salary will be negotiated with the AFS Governing Board. Compensation package also includes benefits and travel expenses.

### **To Apply**

To be considered for this position, interested candidates must submit: a cover letter stating how they meet the qualifications, how they would execute the responsibilities of the Executive Director and accomplish the mission of the American Fisheries Society, and why they are an outstanding candidate for the position; a CV or résumé; and names and contact information for three references via the American Fisheries Society awards portal at <https://afsawards.awardsplatform.com> by May 15, 2024, although the portal will remain open until the position is filled. Review of applications will begin on May 15, 2024.

The American Fisheries Society is committed to increasing diversity, equity, and inclusion in the Society, as well as in the fisheries profession at-large. All qualified applicants are encouraged to apply, including individuals from underrepresented groups.