

**Ecological Society of America
1990 M Street NW, Suite 700
Washington DC 20036
202-833-8772**

Position Description

Date: November 2020

Title: Society Programs Director

Supervisor: Executive Director

Classification: Exempt

Society Background

Built on over 100 years of history, the Ecological Society of America (ESA) is a professional membership association of ecologists, with more than 8,000 scientists, researchers, decision makers, policymakers, and educators dedicated to the science of ecology. We promote diversity in all areas of activity, including staffing, membership, leadership, committees, public engagement, our annual meeting and all other events.

Position Overview

The Society Programs Director leads ESA's science community support initiatives that promote the development of ecological with various stakeholders and advance the ecological profession. The Director provides technical expertise to other ESA program areas in the role of a senior scientist. The Director works with members and others in the ecological community to develop and implement programs that support and promote sustainability and ecological science. As part of the senior leadership team, the Society Programs Director will work closely with the management team to execute the Society's strategic goals and will lead activities across ESA program areas that support members through a variety of career pathways. The Society Programs Director will be able to develop collegial, respectful and productive professional relationships with ESA staff, volunteers and outside partners.

Specific activities include:

- Strategic planning, program budgeting, grant development and fundraising for programs identified by the community that advance ecological science and its applications
- Coordinate special initiatives with Membership, Certification, Career, Education and Diversity programs
- Liaise and develop strategic partnerships with relevant governmental agencies, other science societies and NGOs
- Manage grants, cooperative agreements and contracts
- Serve as an in-house technical resource (scientific expert) to other programs, including member communications
- Collaborate with the Science Committee and the Public Affairs Office for innovative approaches to science-policy linkages when appropriate
- Support and supervise staff, and work with cross-program staff teams

- Provide staff support to ESA Science Committee and ad hoc task forces
- Engage and develop productive relationships with volunteer members
- Perform other duties as required

Qualifications:

PhD in Ecology or related science

8-10 years of related experience in program and grants management, including fundraising

Familiarity with association membership, career, and education programs

Demonstrated commitment to Diversity, Equity, Inclusion and Justice

Excellent written and verbal communication skills and the ability to communicate easily and effectively with both internal and external audiences

Ability to think creatively and act proactively to seek opportunities to advance ESA goals

Ability to maintain high level of confidentiality

Must enjoy motivating staff and volunteers and working effectively as part of a team

Ability to travel

How to Apply

The ESA encourages individuals with diverse backgrounds to apply for this position. Please submit the following to resumes@esa.org

- A current resume or curriculum vitae
- A letter of interest that summarizes the candidate's qualifications, including relevant science program and grant management experience.

Application materials should be sent no later than **Monday, November 30, 2020**. **Priority will be given to applications received by November 16, 2020.** ESA is an Equal Opportunity Employer. Black, Indigenous and People of Color are encouraged to apply. All application materials will be kept confidential. The ESA will acknowledge receipt of applications.