POSITION ANNOUNCEMENT
Executive Director
American Association of Family & Consumer Sciences (AAFCS)

POSITION SUMMARY:

The Executive Director (ED) is responsible for all aspects of leadership and management for the American Association of Family & Consumer Sciences, which would include, but are not limited to: strategic planning, member relations, personnel management, data management, communications, marketing, external communications, collaboration, managing partnerships, financial management and resource development, publications, and public/media relations. The ED reports to the Board of Directors.

The Association needs a leader who maintains organizational stability while anticipating and responding to change, and who promotes innovation, builds relationships, supports a diverse and inclusive environment, and leverages the talent and commitment of the Board, members, staff, and partners. An applicant for this position must be able to inspire leadership and excellence to advance the family and consumer sciences profession.

RESPONSIBILITIES AND AUTHORITY:

In accordance with the bylaws and policies established or authorized by the Board, the ED is responsible for, and has commensurate authority to accomplish, the duties set forth below. The ED may delegate portions of these responsibilities consistent with sound management practices and authorized policies and procedures, together with proportionate authority for their fulfillment but may not delegate nor relinquish any portion of accountability for results. The ED oversees the day-to-day operations of AAFCS following Board approval of annual budgets, plans, and other macro strategies.

PRINCIPAL ROLES AND RESPONSIBILITIES:

Association Leadership (25%)

- Provide visionary leadership and management associated with planned changes and emerging trends for the association.
- With the Board President, maintain an effective and representative governance system to achieve the mission of AAFCS.
- Serve as staff liaison to the Board to achieve AAFCS’s goals.
- Inform the President, Executive Committee, and Board of AAFCS conditions and operations, and on internal and external factors influencing the association, Affiliate Leaders, Communities, Councils, Assemblies, and Units.
- Create, maintain, and facilitate a culture of timely, transparent communication with the Board and members of AAFCS.
• Maintain, secure, and archive all required documents such as Articles of Incorporation, bylaws, policies, agendas, minutes, etc.
• Incorporate feedback from multiple constituencies, research, and best practice to develop and implement a strategic plan that prepares and leads the association and its members through a successful transition into the future environment.
• Communicate, monitor, and evaluate the strategic plan to accomplish goals, objectives, and outcomes.

Financial Management & Resource Development (25%)
• Develop, recommend, implement, review, and manage the annual budget of AAFCS in accordance with the strategic plan, guidelines and parameters established by the Board.
• Ensure that all funds, inventory, assets, and other property of the Association are properly safeguarded and administered and accounted for under Generally Accepted Accounting Principles (GAAP) and coordinate an annual external audit in cooperation with the AAFCS Board.
• Establish, implement, and monitor financial systems to manage financial performance and to ensure appropriate financial controls.
• Report financial information on a regular basis to the Board.
• Consult with the Treasurer, Finance Committee, and the entire Board, as appropriate, on decisions affecting AAFCS finances.
• Direct and manage all staff financial activities and expenses within the approved annual budget.
• Work with the Board, Finance Committee, and staff to develop long-range financial plans.
• Develop policies and procedures to ensure compliance with local, state, and federal laws governing association management.
• Maintain appropriate insurance coverage to protect the fiduciary interests of AAFCS, its leaders, members, and staff.
• Sign contracts for Board-approved services.
• Determine appropriate salary levels for staff, within the guidelines established in the budget and parameters established by the Finance Committee and Board.
• Coordinate and facilitate staff support provided to all AAFCS groups.
• Coordinate the staff support provided to assist Affiliate and Community leaders in development and governance.
• Oversee timely preparation and coordination with the appropriate committees of all issues to be presented to, and voted upon, by the Board or Leadership Council.
• Work with colleagues to actively identify, recommend, pursue, and secure adequate non-dues revenue sources through grants and other development opportunities.
• Develop and implement new fundraising campaigns, including planned giving.
• Communicate with current and prospective donors.
• Build a strong and effective development team.

Membership Recruitment and Retention (25%)
• Work with leaders and staff to a) plan, implement, monitor, and evaluate membership recruitment and retention programs, b) develop and implement strategies to dynamically grow and maintain membership, and c) pursue additional tangible member benefits when appropriate.
• Ensure that AAFCS services, products, and benefits meet the needs of members.
- Ensure that member records are updated in a timely and efficient manner and that all invoices, correspondence and mailings to members and leaders are professionally prepared and are sent in a timely, responsive manner.
- Develop and implement strategies to ensure accurate and timely responses to questions from membership.

**Collaboration/Advocacy (10%)**
- Maintain effective relationships with the other organizations and arrange for cost-effective representation of AAFCS, when appropriate, at meetings and conferences of these other entities.
- Seek and build strategic, helpful partnerships and collaborations to strengthen AAFCS and its mission.
- Work with the Alliance for FCS and appropriate associations, coalitions and consortia as determined by the Board.
- Create an annual national legislative agenda.
- Oversee the monitoring of governmental affairs with the Board, the Community on Public Policy, and other association leaders.
- Work with relevant staff to develop and implement a communications strategy that engages members of AAFCS as advocates and provides ongoing communication regarding key issues impacting the profession of Family and Consumer Sciences.
- As determined by the AAFCS President, represent the Association in external contexts, including public policy, as well as organizational, corporate, and affiliate relationships.

**Technology (5%)**
- Manage a virtual office space and operations for the work of AAFCS, maintaining ongoing communication with staff using appropriate technologies.
- Monitor and coordinate the necessary updating of networks, computer systems, and office equipment to meet the needs of AAFCS and its staff.
- Embrace and use new technologies that will support the work of the staff, Board, and members.

**Staff Recruitment and Retention (5%)**
- Recruit and train staff.
- Embrace diversity and value all staff.
- Maintain a healthy, positive, and balanced internal culture that supports staff morale.
- Establish a work environment that fosters respect, support, teamwork, communication, efficiency, and effectiveness.
- Empower the staff to meet the goals and objectives of the association.
- Establish and communicate staff performance expectations.
- Create and implement annual performance reviews for staff.
- Conduct exit interviews with any staff who exit employment with AAFCS.

**Professional Development (5%)**
- Ensure that staff plan, coordinate, and orchestrate relevant AAFCS conferences and events, with the approval and guidance of the Board.
- Ensure that all conference and event legal agreements and correspondence are appropriate, accurate, and timely.
- Work with relevant staff to negotiate contracts for conference and event sites.
• Work with staff to ensure that all AAFCS publications are high quality, relevant, and produced in a timely and efficient manner.
• Encourage vigorous recruitment of high-quality manuscripts from which to select for association publications.
• Plan and implement appropriate membership and staff professional development with leadership and staff input.
• Engage in professional development to support the success of the AAFCS.

REQUIRED QUALIFICATIONS

• Minimum of a bachelor’s degree and five (5) years of successful experience in a leadership position
• Visionary leadership and a successful track record of implementing a strategic plan that has been forged in collaboration with the Board
• Leadership skills, specifically in the areas of resource/revenue development, membership development, collaboration, and media/public relations
• Governance and board experience including the ability to form effective, rapid working alliances with member leaders
• Evidence of successful organizational transformation, innovation, decision-making, and problem solving
• Comprehensive budget development and fiscal management experience
• Experience in staff supervision and support
• Collaboration with external agencies, organizations, and stakeholders
• Evidence indicating effective decision making, open to differing points of view, data-driven, fair, and communicative about rationale for decisions
• Evidence of high energy and a results-oriented
• Ability and willingness to travel and participate in weekend events
• Ability to work remotely
• Committed, dedicated work ethic with understanding of the need for, and benefits of, work/life balance

PREFERRED QUALIFICATIONS

• Experience in association leadership
• Managerial experience with a membership or non-profit organization
• Completion of a credential or educational preparation (degree) in a content area of AAFCS or association leadership/management
• Experience with certification, accreditation, and internal affiliates, councils, assemblies, units, and committees.

PERSONAL CHARACTERISTICS:

• Excellent interpersonal skills
• Excellent written, oral, and electronic communication skills
• Transparency, honesty, integrity, flexibility, and adaptability

APPLICATION PROCEDURE:

Qualified candidates should submit a letter of interest, a current resume (5-page limit), a list of five (5) references with contact information, and up to three (3) supporting documents that would illustrate the candidate’s fit with this position. All cover letters, resumes, references, and any appropriate supporting documentation must be submitted electronically to Jackie Ogden, CFCS, AAFCS Immediate Past President, jogden@uga.edu by September 13, 2020. Incomplete applications will not be considered. Review of applications will begin September 14, 2020. Position will remain open until a suitable candidate is found or search is closed. Start date is negotiable. Competitive salary and benefits/commensurate with qualifications.

ABOUT AAFCS:

American Association of Family & Consumer Sciences (AAFCS – www.aafcs.org) Based in the Washington, D.C., area, AAFCS was founded in 1909 as the American Home Economics Association and is the only association for family and consumer sciences students and professionals across multiple practice settings and content areas. For more than 100 years, AAFCS has focused its mission on providing leadership and support for professionals whose work assists individuals, families, and communities in making more informed decisions about their well-being, relationships, and resources to achieve optimal quality of life. AAFCS members provide research-based knowledge about the topics of everyday life to help create healthy and sustainable families. These topics include human development, personal and family finance, housing and interior design, food science, nutrition and wellness, textiles and apparel, and consumer issues. AAFCS members are located nationwide, and include educators, administrators and managers, human service and business professionals, researchers, community volunteers, and consultants who develop research-based information and deliver programs on essential skills to help individuals and families be better prepared to live, work, and succeed in today’s complex and diverse world.

Vision: Individuals, families, and communities are achieving optimal quality of life assisted by competent, caring professionals whose expertise is continually updated through AAFCS.

Mission: To provide leadership and support for professionals whose work assists individuals, families, and communities in making informed decisions about their well-being, relationships, and resources to achieve optimal quality of life.

Core Values: Association members:
• Believe in the family as a fundamental unit of society.
• Embrace diversity and value all people.
• Support life-long learning and diverse scholarship.
• Exemplify integrity and ethical behavior.
• Seek new ideas and initiatives and embrace change.
• Promote an integrative and holistic approach, aligned with the FCS body of knowledge, to support professionals who work with individuals, families, and communities.