

ILSI North America Executive Director

The ILSI North America Executive Director is a salaried, full-time professional employee of the ILSI NA Board of Trustees, who serves as: (a) ILSI NA Chief Operating Officer and Scientific Director an ex-officio member of the ILSI NA Board of Trustees, (b) an ex-officio member of the ILSI NA Executive Committee, (c) an ex-officio member of the ILSI NA Board of Trustees, and (d) a member of the Management Team. The ILSI Management Team is composed of the executive directors of the ILSI Entities, which is headed by a Chair and a Vice Chair elected by the Management Team. The Management Team plays an active role in the management and governance of ILSI. The Executive Director, reporting to the ILSI NA President, has full responsibility and authority for the direction and implementation of objectives, programs, policies, budgets, and operating plans for the ILSI NA organization, including staffing decisions. The position represents ILSI NA to organizations such as governmental agencies, legislative offices, foundations, academic institutions, community organizations, professional and scientific organizations, private industry, and the general public.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Serves as the ILSI NA Scientific Director (scientific functions)

- Implements the vision and direction of the ILSI NA Board of Trustees to assure that ILSI NA remains a highly regarded scientific organization.
- Works with the ILSI NA Board and staff to develop a strategic plan for program development, emphasizing, scientific integrity, responsiveness to scientific issues of interest to members, and maximal impact on public health.
- Ensures that the scientific issues important to ILSI NA member companies are raised and appropriately addressed throughout the ILSI NA organization.
- Provides technical guidance and oversight to scientific programs, keeping abreast of scientific progress and science policy developments in food safety, nutrition and health related issues of importance to the membership.
- Helps to identify highly regarded scientists to become actively involved in the programs of ILSI NA.
- Ensures that program-related publications meet ILSI standards, providing editorial oversight and facilitating collaboration with ILSI Press and other publishing houses.

Serves as the ILSI NA Chief Operating Officer (administrative functions)

- Oversees the day-to-day operations and implementation of ILSI NA scientific programs by ILSI NA staff.
- Makes and hiring and termination decisions, fixes compensation within ILSI NA's salary guidelines, defines the titles and duties of the staff, supervises performance, and delegates responsibilities as appropriate.
- Administers the ILSI NA budget and ensures that the programs operate on a financially sound basis.
- Serves as the primary architect of the ILSI NA Annual Report.
- Oversees administration of ILSI NA Board of Trustees and its committees, serving as primary liaison between the Board and membership.
- Provides reports to both the ILSI NA Board and the membership on the health, growth and progress of ILSI NA programs and organization.
- Acts as spokesperson for ILSI NA in accord with Board policy.

- Assures that all necessary requirements to retain ILSI NA status as a scientific, charitable, and professional educational organization under Section 501(c)(3) of the Internal Revenue Code of 1986 are met.

Provides leadership for ILSI NA member development

- Develops strategies for membership recruitment and retention.
- Facilitates sustained growth of ILSI NA through membership stewardship, briefings with potential members, and development of written materials for membership recruitment.

QUALIFICATIONS

Knowledge

- A Ph.D. or comparable degree in a relevant scientific discipline is desired.

Skills and Abilities/Critical Success Factors

- Demonstrated problem-solving skills that cut across industry, government, and/or academia, with some industry experience preferred.
- Strong understanding of regulatory, political and business issues, including the needs and constraints of the members.
- Proven ability to provide the outstanding leadership and vision necessary to help ILSI NA continue the growth of its first two decades as a well-respected, industry-supported, publicly oriented scientific organization.
- Ability to facilitate collaboration with academicians, industry representatives, government agencies and representatives, and volunteer organizations.
- Strong people-management skills.
- Fluency in English is essential, other languages beneficial. Excellent verbal and written communication skills are required along with strong proficiency in computer usage.

Experience

- This position requires a minimum of 10-years experience at a senior level, having oversight responsibilities for both programmatic and managerial activities.

PHYSICAL DEMANDS

- Ability to operate computer and other office equipment.
- Ability to sit at a desk for more than one hour at a time.
- International travel to external meetings and/or conferences is required.
- The noise level is generally quiet to moderate.

This description summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties. This document should not be construed in any way to represent a contract of employment. Management reserves the right to review and revise this document at any time.