American Meat Science Association
Chief Executive Officer

Position Description
The American Meat Science Association (AMSA) is seeking applicants to fill the position of Chief Executive Officer (CEO). The AMSA is an individual membership organization of more than 2100 professional and student meat scientists representing academic, government, meat processing companies and allied industries and associations in the United States and internationally. Its members conduct basic and applied research and lead education programs in muscle growth and development, meat quality, food safety, processing technology, consumer product evaluation and market assessments and provide numerous support functions that are relevant to the entire meat and poultry industry.

The CEO reports to the Board of Directors and has responsibility to administer the organizational and partnership activities of AMSA. In collaboration with the Board, the CEO develops and implements strategic plans to advance AMSA's mission and vision and assures the relevance of AMSA to stakeholders, constituents, the association members we serve, and consumers at large. This position has full leadership responsibility and professional accountability for all business operations within AMSA in accordance with the applicable by-laws, policies, and procedures set by the Board.

Responsibilities and Capabilities

Leadership/Partnership
• Exhibit exceptional leadership and written/oral communication skills.
• Create, implement and facilitate with the Board of Directors the mission, long-range vision, and strategic plans of the AMSA.
• Form and maintain positive relationships with industry, government, and academic members/partners and partner organizations in a manner that benefits AMSA and strengthens those partnerships. Fostering these relationships will require travel and face-to-face communication.
• Coordinate with the Board the staffing and functions of all AMSA committees and task forces.
• Serve as an ex officio member of the AMSA Board of Directors, the Intercollegiate Meat Coaches Association (IMCA), AMSA Foundation, and the ICoMST Planning Committee.
• Coordinate efforts to grow membership in AMSA nationally and internationally.

Qualifications

Required:
• Master of Science degree or equivalent
• Two years management experience
• Excellence in oral and written communications
• Business management experience
• Experience managing a budget
• Staff/ personnel management experience

Preferred:
• PhD in Biological science or related field
• MBA
• Accounting Skills
• Previous association experience

Position: Full Time
Location: Remote

Apply online at: https://careers.meatscience.org

Direct Questions To:
Eric P. Berg
Search Committee Chair
AMSA Board President
eric.p.berg@ndsu.edu
**Communication/Networking**
- Serves as an advocate for the AMSA, its mission, services, and constituencies.
- Represents the AMSA on issues relevant to the association and the meat and poultry industries
- Takes the lead in addressing public issues and situations relevant to the AMSA, and when necessary possesses the wisdom to select appropriate AMSA members with the expertise to successfully address the issue(s) at hand.
- Listens and gives thoughtful consideration to constituents, volunteers, donors and the public at large to improve AMSA services and engagement.
- Communicate face-to-face when possible with sustaining partners and stakeholders the vision, mission, strategic plan and value proposition of the Association.
- Strategically attend meetings of relevant organizations (i.e. ASAS, ICoMST, NAMI, and IFT, etc) as time and cost permits.
- Cultivate and maintain communication with international members of the Association.

**Fiduciary**
- Demonstrate good business practices and leadership skills through oversight of all fiscal activities of the Association, including preparation of the annual budget, coordination of financial audits and development of monthly/annual reports as well as maintenance of insurance coverage for the Association.
- Work with the Board to ensure sustained financial support of short- and long-term Association goals.
- Actively identify, cultivate and solicit new donor prospects and funding streams while maintaining and growing positive relationships with current sustaining partners.
- In accordance with Board action, negotiate professional contracts and maintain appropriate staff salary structure.
- In accordance with Board action, oversees management of AMSA assets.

**Program Administration**
- Facilitate agenda planning and meeting logistics for all Board meetings and conference calls.
- Coordinate staff and volunteer implementation of Association programs; ensure a work environment that recruits, retains and supports quality staff and volunteers; oversee the process for selecting, development, motivating and evaluating staff and volunteers.
- Serve as the primary association staff member for the following: AMSA Board of Directors, AMSA Foundation Trustees, Research Protocol Committee, Publications Committee, Meat and Muscle Biology (MMB) Editorial Board, and Sustaining Partner Advisory Board.
- Provide support to other staff for the IMCA and the Reciprocal Meat Conference (RMC; the annual scientific meeting of the AMSA) planning committee.
- Oversee transfer and storage of AMSA archives.

**Professional Development**
- Maintain and develop association management skills through continuing education and professional development training.
- Maintain contact with the scientific community through participation in scientific conferences, regular reading of scientific and trade publications and examination of current information relating to the meat industry, particularly with regards to government policy and public issues.
- Supervise AMSA staff, conduct performance evaluations and other assessments that ensure program execution, accountability, and professional development.
- Foster enthusiasm and passion and develop an engaged staff capable of operating as a high performance team to further the mission of AMSA.
- The CEO’s performance and development will be evaluated annually by the Executive Committee of the Board of Directors.