AFDO Executive Director Position Description

The Executive Director will serve as the chief executive of the Association of Food and Drug Officials (AFDO) as a full time salaried employee. The Executive Director is employed by the AFDO board of directors and directly reports to the President and executive board. They will have the responsibility for the day to day management of the organization and supervise the Association Manager and assist with human resource matters. The Executive Director will assist with identifying strategic planning efforts, implementing the association’s mission, vision, and values, identify funding and collaboration opportunities, and implementing direction from the Executive Board. The Executive Director will serve as an AFDO spokesperson and liaison regarding food and drug safety issues, coordinate communication strategies with organizations, and serve as a liaison with industry groups to assist in identifying common priorities. The executive director duties shall also include but are not limited to:

- Assist the President and Executive Board in setting annual and long-term priorities and lead implementation of those priorities.
- Responsible for the oversight of policies and procedures for the association.
- Responsible for the review of and input for association expenditures.
- Represent the Association and its members in workgroups, committees, and meetings of organizations with allied interests of the Association.
- Ensure the development of Board of Directors meetings and agendas.
- Ensure the development of an annual conference agenda in coordination with conference chairs and workgroups.
- Ensure the development of agendas for major meetings and/or conference calls with stakeholders and groups.
- Responsible for coordinating meetings with senior officials with FDA, USDA/FSIS, and consumer groups for the Fall Board meeting.
- Determines needs and hires appropriate staff/contractors to accomplish objectives of cooperative agreements, contracts, and grants.
- Responsible to provide regular updates on activities of the Association to the President, Executive Board, and Board of Directors.
- Responsible to coordinate outreach between the association to regional AFDO affiliates.
- Responsible to coordinate outreach to state food program managers including welcoming new program managers, learning about program challenges/successes, and advocating for the needs of state program.
- Assist state regulatory programs with challenges with federal regulatory agencies.
- Grant writing, draft white papers, official comments, and support letters on behalf of the association for review by the Board of Directors.
- Serve as the Principal Investigator for AFDO Grants and Cooperative Agreements.
- Responsible to develop/organize association presentations and discussion panels to be presented at other organization’s meetings or conferences.
- Serve in the absence of the AFDO President at affiliate meetings and other organization meetings.
- Develop opportunities to promote the association and its members.
- Develop programs and ventures that can provide sustainability for the Association.
- Identify opportunities for AFDO to expand or enhance its overall mission in representing regulatory officials.
The preferred candidate will possess demonstrated competencies in the following areas:

- Demonstrated ability to work closely with regulatory agencies, industry, university specialists, and governmental agencies.
- Collaborative leadership skills, cultivating a strong relationship with stakeholders.
- A high level of leadership ability, energy, and urgency to maintain and grow the association beyond its current level.
- The ability to identify and solve problems, and working within the Executive Board to implement optimum solutions.
- Communicating complex messaging to federal food and drug device government, state, political, industry, trade associations, consumer advocates, and academia leaders.
- Outstanding writing abilities and excellent public speaking skills to include the ability to develop and sustain positive communication with stakeholders.
- Knowledge and ability to interpret laws and regulations.

Required Education and Experience

- Possession of a bachelor's degree in any major.
- Regulatory experience in Food Safety and/or Drug and Medical Device background preferred.
- Managerial and Administrative supervision experience.

Notes

- Location - Negotiable. Preferred candidate will live near York, PA and have easy access to the office.
- Candidate will maintain an office and have a presence in the York, PA headquarters as needed.
- Overnight travel as required.
- This is a full-time salaried position. This position will offer a competitive benefit package including health insurance and paid time off.
- Salary commensurate with knowledge and experience.

Additional Requirements and Information

Please submit a cover letter and resume. Information provided in your resume, cover letter, and any other documentation provided will be used to verify responses. Unsupported responses may not be considered further.