OPPORTUNITY

The American Dairy Science Association (ASDA) — the preeminent science-based organization working to advance a sustainable global dairy industry — has a unique opportunity for an individual with the right mix of proven business management skills and a demonstrated ability to work constructively within a vibrant, science-driven learning environment. ADSA’s new Executive Director will be expected to work collaboratively within an intellectually and financially robust organization comprising academics, industry personnel, and other individuals dedicated to meaningful scientific advancement in all aspects of the dairy industry. Operating in a highly collegial and inclusive environment, the Executive Director will help manage and administer a wide variety of programs and activities designed to generate the science-based solutions needed to keep ADSA at the forefront of efforts to meet growing global food needs and evolving consumer expectations.

ADSA’s office is in Champaign, Illinois, and located within the FASS office suite. As a national organization, ADSA is open to its next Executive Director serving in a virtual/remote location.

KEY RESPONSIBILITIES

The Executive Director reports to the ADSA Board of Directors in coordination with the ADSA President. In partnership with the Board on strategic direction, the Executive Director has overall operational responsibility for the mission, programs, and services of the ADSA and its Foundation.

Key responsibilities in three major areas — operations and administration; finance; and marketing, membership, and programs — are listed below.
OPERATIONS AND ADMINISTRATION

• Collaborate with the Board in the formation of new policies, procedures, and programs
• Administer and direct programs approved by the Board
• Serve as executive staff to the Board and its Executive Committee by organizing meetings and preparing and distributing meeting agendas, materials, and minutes
• Serve as a non-voting member of the Board
• Maintain regular communications with the Board and provide an annual report on the state and accomplishments of the organization
• Facilitate strategic conversations within the Board, contribute to the development of the ADSA Strategic Plan, and create an Operations Plan to support the accomplishment of strategic goals
• Maintain the organizational structure, ensuring sufficient human resources needed to carry out ADSA’s mission and work plan
• Actively engage and energize members, volunteer leaders, board members, industry partners, and other stakeholders to move ADSA forward
• Manage the day-to-day business operations of ADSA, collaborating with FASS staff and overseeing the performance of independent contractors and contractual partners
• Act as a resource to the FASS Executive Director
• Serve as a non-voting board member of FASS and an advisor to the FASS Board and management
• Oversee the work of the ADSA Foundation and serve as executive staff to the Foundation Board

FINANCE

• Work with the ADSA Finance Committee and Treasurer to develop and propose ADSA’s annual budget
• Manage the approved budget and provide regular financial reports to the Board, highlighting areas of concern or opportunity
• Work with ADSA’s investment advisor to effectively maintain and grow ADSA’s assets and reserves
• Arrange for a Certified Public Accountant to conduct an annual audit of ADSA finances and ensure the provision of data needed to perform the audit
MARKETING, MEMBERSHIP, AND PROGRAMS

- Develop a marketing and communications strategy that identifies member needs, effectively communicates the member value proposition, raises the visibility of ADSA products and services, and promotes the important work conducted by ADSA's members
- Serve as an active ambassador representing the interests of members and continually enhancing ADSA's credibility
- Ensure that ADSA's programs and services meet members' needs
- Promote the dairy science profession and membership in ADSA
- Supervise and coordinate program development, marketing, and administrative support for the ADSA annual meeting and regional meetings
- Coordinate all fundraising and sponsorship activities
- Nurture existing partnerships and create new strategic partners to enhance ASDA's grants and education programs
- Work with existing corporate members to develop a service program to meet their needs while simultaneously enhancing the work of ADSA
- Champion ADSA members in ways that advance their professional status and the work of the profession
- Ensure a favorable publishing contract and oversee the business management of the *Journal of Dairy Science*® and *JDS Communications™*
- Support the development of ADSA's publications program
- Maintain an up-to-date and vibrant web presence

QUALIFICATIONS, EXPERIENCE, AND COMPETENCIES

The successful candidate should possess the following experiences and qualifications:

- A deep appreciation for the vital role played by science in guiding the evolution of a global dairy industry and offering science-based solutions that are economically sound, environmentally responsible, and socially responsive
- A minimum of five years of association management experience (ideal)
- A history of success working with a volunteer board of directors and the ability to cultivate board member relationships
- Proven ability to lead an organization and manage all aspects of a headquarters office
- Evidence of effective financial management, including financial planning, budgeting, and strategic growth of the income and assets of an organization
- Demonstrated ability to collaborate and identify solutions to challenges by multiple stakeholders
- Experience in developing and implementing a strategic plan and accomplishing its goals
- Experience in developing strategic relationships with industry partners, resulting in robust exhibit and sponsor programs as well as strong philanthropic participation
- Experience and skill in negotiating, adopting a win-win approach
- Strong written and verbal communication skills
- Flexibility to travel as required for the effective management of the organization
- Bachelor’s degree required; advanced degree preferred
PERSONALITY AND BEHAVIORAL TRAITS

The successful candidate for the ADSA Executive Director position will be

• A strategic thinker and a strong communicator
• Honest, with a highly developed sense of ethics
• Driven to succeed
• Entrepreneurial in approach
• A “people person” who can engage with diverse personalities

He or she will have

• Intellectual curiosity
• An appreciation for science as it relates to agriculture and food systems
• A member-centric mindset
• A collaborative leadership style

MEASURES OF SUCCESS

The specifics regarding measures of success, including metrics, will ultimately be agreed upon by the successful candidate and the ADSA Executive Committee. At the end of the first year, the Board would expect the following:

• A smooth transition has taken place, with the Executive Director developing effective relationships and rapport with the ADSA Board, the FASS Board and staff, the Foundation Board, and ADSA volunteer leaders.
• The Executive Director is actively engaging and energizing members and industry supporters.
• The Executive Director demonstrates a general understanding of the overall dairy industry and the science underpinning the success of the industry in meeting its goals.
• Association operations are being effectively managed and include high-functioning and motivated volunteers.
• The Executive Director is effectively implementing the ADSA strategic plan.
• The Association’s finances are well managed and on track to meet budget goals.
ABOUT ADSA

ADSA is an international organization of educators, scientists, and industry representatives who are committed to advancing the dairy industry and are keenly aware of the vital role the dairy sciences play in fulfilling the economic, nutritive, and health requirements of the world’s population. ADSA provides leadership in scientific and technical knowledge to sustain the global dairy industry through the generation, dissemination, and exchange of information and services. Together, ADSA members have discovered new methods and technologies that have revolutionized the dairy industry.

In addition, as the “Voice of Science” for the dairy industry, ADSA communicates the value of and need for innovative research in dairy production and dairy foods to the public and to governmental and private research funders, provides trained spokespersons to collaborate with industry partners in addressing public concerns relative to dairy production and dairy foods issues, and actively participates in the identification of research and education goals in dairy production and dairy foods.

ADSA was founded in 1906 with 19 charter members. Currently, the organization has approximately 3,000 members in student, professional, and corporate categories. ADSA’s members hail from over 60 countries, although most reside in North America. Regardless of their occupations or roles, members are connected by the common bond of working toward the advancement and dissemination of science to improve the dairy industry. ADSA’s mission statement is as follows:

*The American Dairy Science Association promotes the creation, dissemination, and exchange of scientific and technical knowledge to improve and sustain the global dairy sector, to the benefit of humankind.*
ORGANIZATIONAL OBJECTIVES

• To stimulate the discovery, application, and dissemination of knowledge
• To create an atmosphere in which all segments of the dairy industries freely exchange knowledge
• To recognize outstanding personal achievement
• To publish original research, reviews, and timely information in ADSAs official publications, the *Journal of Dairy Science* and *JDS Communications*
• To sponsor programs that challenge and develop youth for leadership responsibilities

GUIDING PRINCIPLES

• Long-standing commitment to the dairy food system through our organizational structure comprising Dairy Foods and Dairy Production divisions
• Building and maintaining relationships with like-minded societies
• Building and maintaining synergistic partnerships for the advancement of animal agriculture and food systems research and education

PROGRAMS

ADSA supports its mission and goals through a program of activities that includes the following:

• The *Journal of Dairy Science*, the highest-ranked general dairy research journal in the world, and *JDS Communications*
• Other publications, including the *Large Dairy Herd Management* textbook and the biannual ADSA News newsletter
• The ADSA Annual Meeting, which attracts approximately 2,000 attendees
• The Discover Conference Series, a informal opportunity to improve learning and enjoy networking and interactions with fellow scientists
• A robust ADSA Awards Program to recognize both students and professionals who have made important contributions to the industry and the Association
• S-PAC, a comprehensive database of animal production and management conference proceedings
• An advocacy program focused on education and research in the dairy sciences
• Support of a science policy program hosted by FASS Inc. to create a unified voice for animal science

FASS INC.

FASS Inc. specializes in providing services to science-focused organizations, allowing them to function more efficiently as a group than as individual units. FASS promotes education and research by bringing together scientists and educators in animal agriculture and facilitating the dissemination of scientific and technical information to users through publications and scientific meetings. Through its Science Policy Committee, FASS advocates for science-based policy making, increased funding for animal agriculture research, and the importance of animal science and animal scientists in ensuring humane, sustainable, profitable, and safe animal food production. FASS holds 501(c)(3) non-profit status.

FASS is wholly owned by ADSA. For structure and benefits reasons, the ADSA Executive Director is an employee of FASS. The ADSA Executive Director will report to the ADSA Board. The ADSA Executive Director does not report to the FASS Executive Director or the FASS Board of Directors.
LEADERSHIP

The volunteer leadership of ADSA includes a Board of Directors and its Executive Committee.

Board of Directors (2020-2021)

- Rich Erdman, University of Maryland, President
- Paul Kindstedt, University of Vermont, Vice President
- Tom McFadden, University of Missouri, Treasurer
- Rafael Jiménez-Flores, The Ohio State University, Past President
- Geoff Dahl, University of Florida, Past Past President
- Beth Briczinski, FDA
- Rohit Kapoor, Dairy Management, Inc.
- Paul Kononoff, University of Nebraska, Editor-in-Chief
- Michael Miller, University of Illinois
- Xin Zhao, McGill University
- Mike VandeHaar, Michigan State University
- Nina von Keyserlingk, University of British Columbia
- Phil Tong, ADPI, Foundation Board Chair
- Alyssa Rauton, University of Georgia, Student Affiliate Division (SAD) President
- Heather McCain-Keefer, North Carolina State University, Graduate Student Division (GSD) President

Vetted Solutions is a Washington, D.C. based executive search firm specializing in association, nonprofit, and hospitality/destination marketing community, recruiting and consulting. We focus on CEO and senior staff positions.

For confidential consideration, please email your resume and cover letter to ADSAEDsearch@vettedsolutions.com or call +1 202 544 4749.