

# EXECUTIVE POSITION PROFILE

## Assistant Director, International Affairs

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# I. Position Description

## Scope of Position

**The Assistant Director, International Affairs** is responsible for the overall leadership and supervision of international development programs and related business development with reference to federal, non-federal, public and private funding opportunities. ASM's International Affairs team implements grants from government and NGO sources to improve public health and safety in resource constrained countries through antimicrobial resistance (AMR) monitoring and reporting; laboratory capacity building; and other public health functions that are supported by the microbial sciences. To support global health and further ASM's mission, the Assistant Director will sustain and enhance funding as well as identify innovative and new funding opportunities to ensure resources for international programs. She/he will manage a direct team of 13 and have operational and budgetary responsibility.

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## Essential Responsibilities

**Function 1: Ensure funding and cooperation from CDC, USAID, DoS, DOD and other funders, to ensure resources for international programs strengthening microbiology laboratory capacity and the advancement of microbiology to diagnose, contain and prevent the spread of communicable diseases in resource-limited countries and elsewhere needed in the world 20%**

- Develop a comprehensive and aligned international affairs program development plan
- Develop new sources of revenue to sustain global health activities to further the mission of the ASM, and manage the development and submission of funding proposals
- Sustain, expand and differentiate current funding levels from government sources
- Lead the international affairs program teams in identifying, responding to, and implementing additional funding opportunities that are in line with infectious disease laboratory capacity building efforts
- Act as primary point-of-contact for donor agencies and key stakeholders, ensuring that cooperative agreements and partner relationships are properly managed Take action to ensure the Director to whom this position reports is well informed on funding strategies and develop relevant recommendations for their review and approval

**Function 2: Supervise and manage a group of specialized personnel, including senior program specialists, managers, coordinators, consultants, and collaborating organizations 20%**

- Build and lead an effective and cohesive team
- Oversee administrative management of team, including but not limited to time reporting, staff performance reviews and feedback, compliance with ASM policies and contractual obligations through funding partners
- Develop, manage, motivate, and retain creative staff to implement grant funded and fee for service programs, as well as programs funded by ASM that support the Society's global growth
- Develop and implement operational plans with assistance of team members
- Liaise and communicate frequently with international affairs team members, consultants, and representatives from collaborating organizations
- Provide team members with feedback and recommendations for optimizing workflow and process efficiencies, as appropriate
- Promote continued development of individual international affairs team members
- Prepare recommendations related to future staff growth for CEO and ASM Human Resources department on staff-related issues, including recruitment, retention and termination processes

- Advise program managers on indicator selection, target setting, monitoring and data quality assessment and validation M&E oversight includes project performance monitoring, program level data gathering/validation, trend monitoring and reporting, public health evaluations, special studies, health and education management information systems, national surveillance systems, population based surveys, education tracking studies and evaluations
- Provide high quality monitoring and evaluation expertise and technical advice to inform and guide ASM's international health programs related to planning, performance, impact and policy Develop program reporting mechanisms that include relevant monitoring and evaluation program indicators
- Collaborate closely across key development partners to promote coordination and progress toward common scientific and public health goals

**Function 3: Supervise and manage day-to-day operations including administration and budgeting of multiple grants, cooperative agreements, MOUs and other financial partnerships 25%**

- Manage resources within donor's budgetary guidelines according to ASM policy and within ethical corporate governance guidelines
- Supervise project expenditures and submission of progress reports to the project funder(s)
- Develop strategies for monitoring multiple budgets and ensuring compliance
- Propose mechanisms for cost effective spending strategies in accordance with project objectives and respective of timelines
- Develop and operate a system of monitoring and quality control to ensure that all project activities meet the highest standards for quality and timeliness
- Monitor and facilitate the execution of deliverables by collaborating partner institutions, as stipulated in the contractual agreement or MOU(s) between ASM and its partner(s)

- Work in close with the Strategic Alliances Director and other relevant ASM Departments

**Function 4: Liaise and coordinate regularly with US government as well as US and International non-governmental organization funding and program implementation partners to ensure financial and technical support for program activities, coordination, information sharing, and dissemination and discussion of key results. Establish, develop, and maintain relationships with key funders representatives 15%**

- Establish, develop, and maintain relationships with key funding organizations including but not limited to CDC, Department of State and USAID representatives
- Reach out and coordinate with ASM program units in order to identify and develop opportunities to partner on other related microbiology laboratory capacity building initiatives
- Under close consultation with Director to whom this role reports, present preliminary and final results and recommendations to internal and external audiences
- Carry out important portions of analysis, outcomes, and discussions with funding and implementation partners, and with ASM Finance department
- Take action to ensure Director to whom this role reports is well informed on key developments and status of programs

**Function 5: Represent ASM International Affairs and other ASM relevant programs in regional or global forums, networks, technical advisory groups, and consultative sessions or conferences 10%**

- Identify relevant forums for international affairs program representation
- Work with international affairs management team to outline key ASM and international affairs program messages/statements to be presented at these forums

- Organize consultations with key stakeholders, in larger public and smaller confidential settings, as needed
- Develop recommendations for Director in order to make strategic decisions

**Function 6: Assure that Sustainable Development Committee is informed and convened as often as needed, and assure that technical guidance and strategy development provided by Consultants and Sub-contractors are communicated to this committee as well 10%**

- Act as main point-of-contact for Sustainable Development Committee
- Maintain consistent communication with Sustainable Development Committee members, in particular with Chair. Provide regular updates and information of new program developments
- Identify opportunities to further engage Sustainable Development Committee members
- Coordinate and integrate Sustainable Development Committee activities with other standing committees of the Membership Board and other relevant ASM Boards and Committees

## Qualifications

### Management Skills

- Significant experience in budget development and monitoring, in particular, with federal and private funded grants
- Public health program management experience and demonstrated experience to develop business and funding relationships, preferably experience with CDC, USAID, DoS, DOD and other federal agencies
- Demonstrated management experience of teams with 5 or more members
- Established team-building skills, with demonstrated expertise at negotiating and leading teams at very high levels

- Ability to engage with a wide variety of stakeholders including grantees, MOH officials, senior donor representatives, and WHO
- Team player, willing to work with upper management in a collaborative, open and transparent fashion.
- Results-oriented while respectful of people and teams

### Technical Skills

- Deep expertise and track record of accomplishments in global health including biosafety and security
- Knowledge of the global health and international development/cooperation world and funding opportunities
- Proven experience in business development, including leading technical proposal development and managing high-level client relationships as well as contributing to strategic planning for new business. Proven experience securing programmatic funding
- Proven ability to raise funds and manage technical teams
- Up-to-date knowledge on the current body of within the international community regarding laboratory capacity strengthening, especially on emerging infections and HIV-related opportunistic infections and antimicrobial resistance issues
- At least 10-years experience working internationally, including at least 5-years in a resource-limited region
- At least 5-years experience in providing technical assistance or developing training programs for clinical/public health programs in resource-limited countries
- Masters level graduate training in public health and/or science (or equivalent), at minimum; Doctoral degree preferred
- 5-years of senior laboratory management (or equivalent) experience is a plus, but not a requirement

### Personal Skills

- Highly effective interpersonal skills, including successfully managing internal and external relationships in multi-cultural environments
- Team player
- Demonstrated high degree of cultural sensitivity
- Superior English language oral and written communication skills

- Ability to travel, both domestic and international, is required
- Exceptional leadership skills
- Good judgment in handling challenging situations
- Enthusiasm, energy, and composure under pressure
- Fluency in French, Spanish, or Portuguese is a plus

## II. Organization Review

### About ASM

The American Society for Microbiology is the largest single life science society, composed of more than 30,000 scientists and health professionals. ASM's mission is to promote and advance the microbial sciences. ASM has a staff of 170 employees and generates \$52 million in revenue.

The Society advances the microbial sciences through conferences, publications, certifications and educational opportunities. It enhances laboratory capacity around the globe through training and resources. It provides a network for scientists in academia, industry and clinical settings. Additionally, ASM promotes a deeper understanding of the microbial sciences to diverse audiences.

### Leadership

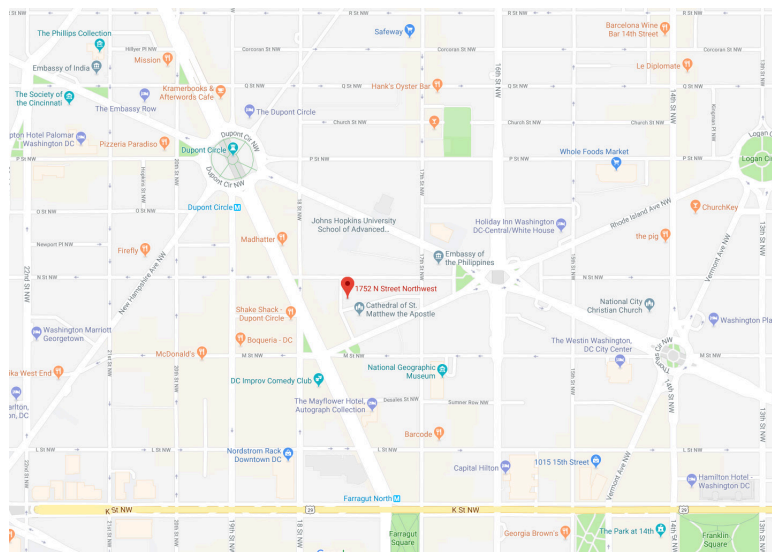
- **Peggy Cotter**, *President*
- **Stefano Bertuzzi**, *CEO*
- **Michele Swanson**, *President-Elect*
- **Susan Sharp**, *Past President*
- **Tim Donohue**, *Secretary*
- **Maryllynn Yates**, *Treasurer*

### Headquarters

1752 N Street, NW  
Washington, DC 20036

### Web Presence

[www.asm.org](http://www.asm.org)



## III. About Vetted Solutions

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