



FASEB

Federation of American Societies
for Experimental Biology

Position Title:	Executive Administrator
Status:	Full-time (37.5 hours/week), Exempt status
Reports to:	Executive Director/Chief Executive Officer(ED/CEO)
Department:	Executive Office
Effective Date:	February 16th, 2026
Location:	Rockville, Maryland (Currently, FASEB has a remote-first policy in place, and while our office is open, many staff work remotely. On-site or remote work options will be considered for this position.)

Founded in 1912, the Federation of American Societies for Experimental Biology (FASEB) is the nation's largest coalition of biomedical researchers, representing twenty-two scientific societies and over 110,000 individual researchers from around the world. FASEB is now recognized as the voice of advocacy for biological and biomedical research scientists. The Executive Office oversees the strategic, operational, and financial efforts of the organization's staff spanning membership, advocacy and policy, publications, and conferences, and partners with volunteer-led committees and boards to ensure effective oversight and governance of the 501(c)3.

Position Summary

The Executive Administrator provides direct support to the FASEB Executive Director(ED)/Chief Executive Officer (CEO), working alongside the ED/CEO to support the Board of Directors and key Governance Committees identified by the ED/CEO. This role is the administrative core of the ED/CEO's office and requires the highest degree of professionalism, excellent project management skills, and discretion.

The current position will evolve following changes in governance. The changes are anticipated to go into effect in July of 2026. While the administrative duties remain, the frequency and amount of time devoted to governance activities will be reduced and the position will evolve to become more strategic and project management focused.

Major Duties and Responsibilities:

The Executive Administrator coordinates communications between the ED/CEO and the Board of Directors and with Executive Officers of the federation's member societies. They plan, collect, and gain ED/CEO approval for all board materials and follow-up documentation of actions. This role also ensures accurate communication, including maintaining critical records and documents to ensure compliance with federation by laws and facilitate smooth governance functions. The Executive Administrator plans, coordinates, and executes the in-person board meetings (two per year) and online zoom board meetings (ten per year, moving to two per year after July) as well as other committee meetings. They also support senior staff leadership team meetings (monthly) and other retreats or strategic planning events and serve as the central point of contact for the ED/CEO.

As this role evolves, the Executive Administrator will manage specific projects as directed by the ED/CEO, including researching and supporting efforts to improve various aspects of the organization and its functions overall. Examples include designing and improving workflows, adjusting policies, supporting assessment and evaluation efforts,

Education and Experience Required

A bachelor's degree is required with at least five years of work experience in corporate, academic, or non-profit settings.

At least 5 plus years of project management or assistant experience.

Preferred experience working with C-suite executives or founders.

Broad interest in and commitment to supporting an organization devoted to advancing biological and biomedical sciences and to learning about non-profit governance.

Skills Required

- Must have the highest degree of professionalism, confidentiality of information, integrity, and discretion to credibly represent the ED/CEO's office.
- Support the ED/CEO's vision, including embracing a partnership culture.
- Must be able to prioritize schedules to allow the ED/CEO to focus more on overall strategy, member relations, and staff/team development.
- Must have an awareness of board governance principles.
- Must have a basic understanding of science and scientists, scholarly societies, the federal government, and key federal agencies.
- Must have strong organizational, project management, and time-management skills.

- Must have excellent written and verbal communication skills and strong proficiency of Microsoft Office tools and basic AI tools.
- Must have strong interpersonal skills to build trusting relationships, and be a collaborative team player.
- Must be initiative driven and have strong analytical and critical thinking skills with the ability to anticipate the needs of the Executive Director.
- Must be detail oriented, able to deal with competing high-pressure priorities, and uphold accuracy and rigor.
- Self-motivated with ability to work under pressure.

90% sitting, 5% standing, 5% walking

Requires extensive computer use.

Occasional travel and work-related assignments on weekends or evenings after normal work hours may be required (expected no more than 10 days per year).

Location

Currently, FASEB has a remote-first policy in place, and while our office is open, many staff are working remotely. On-site or remote work options will be considered for this position. This position is in Rockville, Maryland, and is walking distance to the Metro and on major bus lines.

To Apply

Please submit a cover letter with salary expectations and resumé through FASEB's employment site: <https://www.faseb.org/careers> The position will remain open until filled. If an accommodation is needed to complete the application process, please contact FASEB's Human Resources Department at resumes@faseb.org

FASEB is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.