



Position Specification

American Society for Biochemistry and Molecular Biology (ASBMB)

Executive Director/Chief Executive Officer

August 2023

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POSITION SPECIFICATION

Position	Executive Director / Chief Executive Officer
Organization	American Society for Biochemistry and Molecular Biology
Location	Rockville, MD
Reporting Relationship	The Executive Director reports to ASBMB Council
Website	https://www.asbmb.org/

ORGANIZATION BACKGROUND

Founded in 1906, the American Society for Biochemistry and Molecular Biology (ASBMB) is a professional scientific organization located in Rockville, MD, with a storied history of advancing the mechanistic understanding of nature through promoting the highest-quality research in biochemistry and molecular biology. As an international nonprofit scientific society with over 11,000 current members, it is one of the most important learned scientific societies.

ASBMB is devoted to its mission of advancing science and scientific research, education, and the understanding of the molecular nature of life processes. It serves the scientific community through the following:

- **Publications:** ASBMB publishes three prestigious journals: the Journal of Biological Chemistry; Molecular and Cellular Proteomics, and the Journal of Lipid Research. The journals recently transitioned from a subscription model to open access. The organization also publishes ASBMB Today, a monthly news magazine.
- **Meetings and Events:** ASBMB organizes a broad range of meetings, including its Annual Meeting, and other events that cover scientific research, educational best practices, the funding environment and more. During the Annual Meeting, members and other distinguished scientists present scholarly papers and discuss current issues in the fields of biochemistry and molecular biology.
- **Advocacy:** ASBMB works to ensure that researchers' voices are heard in Congress and at federal funding agencies, such as the National Institutes of Health and the National Science Foundation. Throughout the year, the ASBMB ensures that its members engage with policymakers to advocate for biomedical science funding.
- **Education and Professional Development:** A leading voice in best practices for BMB education, ASBMB provides resources for education and career development at all levels, including undergraduate program accreditation, undergraduate and graduate student chapters, courses, workshops and webinars. The career center provides resources for job seekers, employers, and career coaching.

- **Diversity:** ASBMB recognizes that diversity, equity, accessibility, and inclusion (DEAI) are vital to the success of the scientific enterprise and therefore must be integrated throughout the organization, the fields of study it represents, and the broader STEM community. ASBMB is committed to promoting a culture that values DEAI.

ASBMB is governed by a Council, which serves as an advisory board to the President and the Executive Director for setting priorities and strategic direction, overseeing resource allocations, and ensuring that all activities align with the Society's mission. The Council is comprised of the Executive Committee and nine voting-member councilors. Six of these councilors are elected by the membership and three are appointed by the President with the approval of the Council. The chair of the Publications Committee, the editors of the society's journals and the chairs of the appointed committees also meet with the Council but have no vote. The Executive Committee is responsible for the day-to-day management of the Society and is composed of: President, President-Elect or Past-President, Treasurer, and Secretary.

KEY RESPONSIBILITIES

The Executive Director/CEO will lead a staff of 40 and serve as a prominent leading force in shaping the future of the Society's mission and strategic vision, including management of all business operations. They will work closely with the ASBMB President, Council and Society Members to develop, implement and execute all aspects of the Society's mission and strategic vision, including management of all business operations.

Specific responsibilities include:

- Develop and implement a strategic plan in partnership with the ASBMB Council that addresses changing revenue streams, publications, membership, and the cultural environment of the Society.
- Manage and lead staff in the effective execution of the Society's strategies and goals.
- Grow the reach of the Society and increase the value and engagement of members while representing the interests of ASBMB's stakeholders.
- Advise and align ASBMB Committees and Chapter activities to strengthen and support the strategic goals and objectives and generate new revenue streams for the Society.
- Serve as a steward of the Society's finances and assets and develop a financial plan that does not rely on using the principal of the Society's endowment. Interact with investment managers who manage the Society's endowment.
- Develop and promote grant applications to support and enhance Society programs.
- Develop a plan for future Annual Meetings to increase attendance and make them financially sustainable. Work with the Meetings Committee to create a program that will attract all segments of ASBMB (undergraduates to emeritus) and increase industry participation.
- Oversee contracts with publishers and other vendors in the effective execution of the Society's goals.
- Protect the reputation of the Society, engaging legal counsel, as necessary.

- Maintain and cultivate relationships, and represent the Society, with external organizations, such as FASEB, AAMC, AMGDB, NIH, and NSF.
- Actively engage and energize ASBMB volunteers, Council, members, event committees, partnering organizations, and sponsors.
- Enhance the visibility and reputation of the Society to increase the participation of existing members, attract new members, promote relationships with external scientific societies, and ensure overall sustainability of the organization.
- Provide an accountable example for positive public visibility, brand integrity and organizational reputation on behalf of ASBMB, the Council, and the entire ASBMB community.
- Work with appropriate committees to implement all details necessary for the planning and production of the Society's member benefits, including the small meetings program, the Annual Meeting, virtual programs, webinars, journals, educational and career development activities, etc.

PROFESSIONAL EXPERIENCE AND QUALIFICATIONS

The Executive Director/CEO will have strong experience in nonprofit business management and an understanding of scientific publishing, science education, and professional development programs.

Additional qualifications include the following:

- Excellent organizational leader and communicator with a track record of success and commitment to results.
- Excellent judgment and comfort in utilizing data-driven approaches to drive strategic decisions.
- Demonstrated financial/business acumen, fiscal management skills, and experience.
- Understanding of current scientific trends and experience working with scientists, particularly in biochemistry or related fields.
- Senior level experience leading a scientific organization and building education and professional development programs preferred.
- Understanding of peer-reviewed scientific journals and abstract management.
- Understanding of issues facing scientists and ability to promote advocacy among the scientific community and Capitol Hill.
- Understanding of educational and career development needs of the next generation of scientists.
- Ability to communicate successfully with diverse audiences across multiple platforms.
- Excellent strategic, leadership, and operational skills.
- Strong management, people, and interpersonal skills, including an ability to forge trusting relationships, motivate, and engage others.
- A strong record of embracing diversity, equity, and inclusion in work environments.
- Effective problem-solving skills, with a sense of innovation.

EDUCATION

Bachelor's degree from a four-year college or university is required. A Master's degree or higher in a relevant discipline or equivalent business experience preferred. Senior level experience leading a scientific organization and working with scientists and/or scientific organizations would be an advantage. Familiarity with biochemistry, biology, chemistry, or physical sciences is a plus.

COMPENSATION

A competitive compensation package will be provided to outstanding candidates.

INDIVIDUALS WITH DISABILITIES:

If you need an accommodation to complete the application process, please contact Kristi Hamilton at Korn Ferry. Her contact information is (713) 907-1895 or Kristi.Hamilton@KornFerry.com

ASBMB 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.

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