

# **Association for Public Policy Analysis and Management**

## **Position of Executive Director**

The Association for Public Policy Analysis and Management (APPAM) is seeking an Executive Director to manage the affairs of the Association in its Washington, D.C. office. APPAM is a nonprofit professional society dedicated to improving policy and management by fostering excellence in research, policy analysis and education. With an operating budget of around \$1 million dollars, its membership includes approximately 2,000 individual scholars and practitioners as well as over 100 institutions, including a growing number outside the United States.

The successful candidate will work closely with the elected officers, a Policy Council (board of directors), and representatives of the institutional members to promote the Association's mission. The Executive Director

- Is responsible for the administration and operation of a large annual research conference in the fall (with attendance between 1,100 and 1,400) and a smaller spring issues conference.
- Negotiates contracts and agreements, including those related to the Association's scholarly journal, websites, vendors, and relationships with other organizations in the field.
- Supervises the work of other Association staff in the areas of membership services, financial management, conference management and websites.
- Works closely with the Treasurer of the Association to prepare and monitor the Association's budget.
- Works closely with the President and the Secretary to schedule and make all arrangements for meetings of the Policy Council and committees.
- Supports standing and ad hoc committees to promote strategies for enhancing the Association's goals.
- Directs initiatives that foster participation in the Association by researchers, analysts and educators in the field.
- Manages efforts to enhance diversity among participants in all of the Association's activities.
- Prepares reports pertaining to the Association's operations for consideration by the officers and Policy Council.
- Represents the Association to other professional organizations and related institutions.

The APPAM staff is currently comprised of the executive director, a full time database/information systems manager, and a temporary staff member who is responsible for financial management and memberships. The successful candidate may maintain that structure or work with the Executive Committee to develop an alternative system for managing the affairs of the Association.

The Association seeks candidates with the following minimum qualifications:

- A master's degree, preferably in public policy, public administration or a related field or its equivalent.
- At least 5 years experience with the management of a similar association or a non-profit organization, or the equivalent.
- Demonstrated ability to run conferences and to work with leadership, as well as, vendors, planners and association committees.
- Strong organizational skills, such as the ability to work under tight deadlines with multiple stakeholders and with competing interests.
- Excellent communication and people skills.
- Demonstrated analytic skills; the ability to identify challenges and opportunities facing the Association and to offer feasible solutions for addressing them.
- Experience with data and content management systems.
- Experience with marketing programs to enlarge participation in an organization's activities.
- Excellent outreach and networking skills.
- A commitment to the goals of the Association. Previous contact with the Association or its member institutions would be helpful but is not required.

The successful candidate in this search must be available to start work by early May 2010.

The starting salary will depend on the qualifications of the successful candidate and is expected to be in the range of \$80,000 to \$100,000, plus an excellent benefits package.

To apply please send application letter, resume, and names and contact information for three references electronically to: [mrr84@cornell.edu](mailto:mrr84@cornell.edu).

Alternatively, application materials may be sent by mail to:

Melody Reinecke  
Attn: APPAM ExDir Search  
Department of Policy Analysis and Management  
120 MVR Hall  
Cornell University  
Ithaca, NY 14853

Review of applications will begin immediately upon receipt and continue through the application deadline of March 10, 2010.

For more information about APPAM, please visit [www.APPAM.org](http://www.APPAM.org).

APPAM is an equal opportunity employer.