



Executive Director Job Description

Classification: Exempt, Full-Time

Reports to: Executive Committee

Salary Range: \$120,000 to \$150,000, depending upon experience, plus a generous benefits package

Summary

The Federation of Behavioral, Psychological and Cognitive Sciences (Federation) is seeking an Executive Director to manage and direct all activities of the Federation and its sister organization, the Foundation for the Advancement of Behavioral and Brain Sciences (FABBS). The Federation is a 501(c)6 dues-supported coalition of scientific organizations and affiliates. Affiliates are either academic (including university departments and regional psychological associations) or corporate. The Federation represents the interests of scientists that conduct research in the areas of behavioral, psychological, cognitive, and brain sciences, focusing its efforts on advocacy and education at the Federal level and on communicating information to scientists about relevant policy and legislative matters. FABBS is a 501(c)3 organization that works to educate the public and other scientists about the importance of behavioral and brain sciences.

The Executive Director provides inspired leadership to ensure that the missions of the Federation and FABBS are successfully carried out. The Executive Director works with the Boards of Directors of both organizations on setting their strategic directions and policies. The Executive Director is the chief spokesperson for the Federation and is responsible for crafting and delivering key messages and representing the Federation's advocacy activities to Federal agencies, including members of Congress and their staff, and Executive Branch officials. He or she also develops creative educational programming and cultivates sources of funding for activities and special projects of the Federation and FABBS. The Executive Director has overall responsibility for the day-to-day operations of the Federation and FABBS, supervises the staff, and oversees the advocacy, programmatic, financial, and management operations of the organizations.

Primary Responsibilities

Leadership

- Provide leadership and work with the Boards of Directors to set the strategic direction, priorities, and policies for the organizations.
- Develop creative and innovative approaches to accomplishing goals and carrying out the educational mission of FABBS.
- Develop, organize, and motivate staff to maintain consistently high levels of performance in carrying out the missions of the Federation and FABBS.
- Be a leader in advocating on issues of central importance to the Federation.
- Identify, assess, and inform the Boards of Directors of internal and external issues that affect the organizations.
- Keep members of the Boards fully informed and utilize their talents effectively in support of the work of the Federation and FABBS.

Public Affairs and Advocacy

- Develop and maintain relationships with policy makers, governmental departments, media, funders, member organizations, and other relevant parties in a manner that enhances the credibility, reputation, and leadership of the Federation in the areas of the behavioral, psychological, cognitive, and brain sciences.
- Craft and deliver appropriate policy and other messages that strengthen the voice of the behavioral, psychological, cognitive, and brain sciences.
- Act as spokesperson for the organizations.
- Advocate the Federation's interests before governmental and non-governmental bodies on matters of science policy.
- Play an active role in the community of related national and federal organizations representing the strategic interests of the Federation.

Program Management

- Oversee the development and funding of all programs and services.
- Supervise and direct other staff as appropriate to deliver programs and services.
- Plan and implement creative educational events and projects through FABBS.
- Keep member societies and departments informed of Federation and FABBS activities.
- Initiate efforts to attract new members and affiliates of the Federation and ensure the satisfaction of current members.
- Develop sources of funding for activities and special projects.

Organizational and Financial Management

- Oversee the day-to-day operations of the organizations.
- Hire, supervise, and evaluate staff of the Federation and FABBS.
- Manage the business of the Federation and FABBS.
- Ensure that the organizations operate within the limits of board-approved budgets, policies, and bylaws, as well as within all applicable laws and regulations.
- Develop and monitor the annual budgets.
- Ensure that the financial affairs of the organizations are conducted in accordance with policies and guidelines established by the Boards and generally accepted accounting principles.

Qualifications & Competencies

Education

- Doctorate in Psychology, or other Behavioral, Cognitive, or Brain Science.

Experience

- Preference given to applicants with prior experience in science policy, research, research administration, or related work, including direct management and supervision.

Knowledge, Skills, and Attributes

- Knowledge of the contributions and agendas of the behavioral and related sciences and ability to translate scientific findings into benefits that are understood by a lay audience.
- Politically savvy and knowledgeable about the public policy process.
- Creative and strategic thinking.
- Able to motivate and influence others.
- Able to analyze complex information to identify key points and central issues.
- Formulate creative solutions or approaches to solving problems.
- Ability to build strong interpersonal relationships with a wide range of stakeholders.
- Self-starter with the ability to work independently while being a team player.
- Adaptable and able to adjust readily to changing conditions.
- Demonstrated leadership, coordination, and negotiation abilities.
- Strong written, oral, and interpersonal communications skills.
- Experience in budgeting and financial management.
- Proven project-management skills.
- Ability to multi-task and work efficiently under deadline.
- Exercise initiative and good judgment, problem solving, and decision making skills.
- Dependable, reliable, honest, and trustworthy.
- Ability to gain and maintain confidence of Federation and FABBS Executive Committees, Boards, and key stakeholders.
- High personal and professional ethical standards

To Apply

E-mail the following to FederationED@bellsouth.net

- Résumé or curriculum vitae.
- Personal statement describing experiences, accomplishments, and special talent in each of the four primary responsibility areas: (a) Leadership; (b) Public Affairs and Advocacy; (c) Program Management; and (d) Organizational and Financial Management. (No more than one page per responsibility area.)
- List of three to five references.

Position open until filled.

The Federation and FABBS contract with the American Psychological Association (APA) for association management services. The ED is technically an APA employee and entitled to all relevant APA benefits.

The Federation, FABBS and APA are Affirmative Action/Equal Opportunity Employers with a strong commitment to diversity.