

EXECUTIVE SEARCH



Executive Director

SEARCH CONDUCTED BY

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a s s o c i a t e s

The Opportunity

3-A Sanitary Standards, Inc. ([3-A SSI](#)) is conducting a search for an experienced executive with strong leadership skills to guide the organization as its next Executive Director (ED). Reporting to the Board of Directors, the ED is responsible for the overall effective management and operations of the organization and for supporting the Board in setting strategic direction by providing advice and guidance to advance the 3-A SSI mission, goals, objectives, and policies. This position is based out of the 3-A SSI headquarters in McLean, VA.

About 3-A SSI

3-A SSI is a 503(c) nonprofit corporation dedicated to advancing food safety through setting standard for the hygienic design of food preparation equipment and systems; the corporation is comprised of three member organizations: the International Dairy Foods Association, Food Production Solutions Association, and the International Association for Food Protection, as well as representatives from the U.S Department of Agriculture and the U.S. Food and Drug Administration.

In addition to maintaining an extensive inventory of design criteria for equipment and processing systems, 3-A SSI oversees the 3-A Symbol Authorization program, along with other voluntary certificates, to uphold the integrity of sanitary processing systems and equipment. 3-A SSI also provides an extensive array of knowledge resources that support training and education within the rapidly changing food, beverage, and pharmaceutical ecosystems. 3-A SSI has a full-time staff of three, including the Executive Director, which is augmented by volunteers who are highly skilled experts in the field, and a budget of approximately \$2M.

The Executive Director Role

Essential Duties and Responsibilities

Leadership/Governance

- Collaborate with the Board of Directors to develop and implement the strategic plan, ensuring clarity of priorities and goals across the association.
- Provide leadership in developing and improving relationships with relevant partner organizations that align with the corporation's mission and strategic direction.
- Serve as a key internal and external spokesperson for the organization, communicating in an effective and professional manner with the membership, staff, media, and the public to advance the mission and strategic initiatives of the organization and to promote a positive corporate image and foster cooperation.
- Collaborate with the Board, member committees and staff to develop and successfully execute the corporation's products, programs, and services.

- Champion the organizational culture such that it aligns with the mission and values of the corporation, creating a positive work environment that supports staff and volunteer development, growth, and satisfaction.
- Foster and encourage active volunteer leadership participation and development across all levels of the organization.
- Ensure appropriate staffing levels, performance management, talent identification and succession planning are implemented and realized.
- Adheres to organizational policies and bylaws.
- Stays current on association management trends, programs, and practices to assure that 3-A SSI is up to date on best practices.

Government Relations & Communications

- Direct and oversee all government relations efforts.
- Represent 3-A SSI at key industry conferences and speaking engagements.
- Ensure 3-A SSI's external communications represent the corporation and stakeholders positively and protect their reputation as equipment standards and safety experts.

Contribute to Member and Organizational Success

- Grow membership through proactive recruitment and retention efforts and effective marketing strategies.
- Develop and diversifies revenue streams for the organization.
- Oversee member recruitment and retention strategy and its implementation.
- Ensure value proposition is strategically aligned with organizational goals and meets member needs.
- Ensure a comprehensive marketing and communication plan is developed and implemented.
- Oversee the development and execution of all association sponsored events, including the annual meeting.
- Ensure education, certificate programs, equipment designs and processing system criteria, and standards programs adhere to quality standards.

Management/Administration

- Assure compliance with all government and legal regulations relating to the functioning of the organization and related personnel.
- Serve as steward of all 3-A SSI operational funds to include budget development, management, reporting, audit, and control procedures.
- Manages and supervises the 3-A SSI staff performance to ensure that necessary work is done well and done in a manner that is both efficient and effective.
- Establish and maintain complete updated financial, membership, and other necessary records and files of the corporation and makes provision for adequate safe keeping of association records and archives.
- Carry out management responsibilities in accordance with the organization's policies and applicable laws.

- Continuously evaluate and improve systems, procedures, and overall operations.
- Manage 3-A SSI's annual budget, cashflow, investments and reserves.
- Develop, lead, and inspire staff talent to achieve the strategic goals of the organization and to successfully conduct the business of the organization.

Required Skills, Experience, and Desired Qualifications

- Proven leader with 5+ years of experience in an Executive Director, COO or senior-level position within an organization of comparable complexity.
- Bachelor's degree in relevant field required.
- Experience in managing Board meetings and setting agendas that balance immediate concerns with big-picture discussions.
- Demonstrated leadership capacity and the ability to take initiative, be proactive, and guide the organization.
- Proven experience in strategic planning and successfully operationalizing and executing a plan.
- Ability to address and resolve conflicts among various stakeholders. Ability to manage and communicate with diverse stakeholders.
- Strong marketing and promotional skills to grow the organization and its membership base.
- Outreach and networking skills, including the ability to serve as an ambassador for an organization and clearly articulate the value and strength of an organization to current and potential members and partners.
- Experience leading new business growth and generating new revenue lines.
- Demonstrated strong leadership skills and ability to build high-performing collaborative teams.
- Professional experience in food science and industry, standards, engineering, or other relevant or technical field highly desirable.
- Knowledge of standards writing and development, consensus driven processes highly desirable.

Compensation

A competitive compensation package will be offered to attract an outstanding candidate.

To Apply

To apply, please send a cover letter and current resume (Microsoft Word® format preferred) [here](#). The cover letter should outline how your experience fits the requirements of the position as this will be an important factor in considering your candidacy.

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Additional Information

For more information, contact:

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