

EXECUTIVE SEARCH



Executive Director

SEARCH CONDUCTED BY

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The Opportunity

The Population Association of American ([PAA](#)) seeks an innovative and dynamic Executive Director (ED) to lead PAA's strategic and operational efforts and deliver value to members.

The ideal applicant is an experienced executive with a demonstrated history of successfully driving the strategic and innovative direction of a membership-focused nonprofit association of comparable size. This position is hybrid out of PAA's Alexandria, VA headquarters.

About PAA

Founded in 1931, PAA is a 501(c)3 nonprofit organization that promotes and supports high-quality population research, education, and training. PAA connects experts across disciplines, such as demography, sociology, economics, and public health, and serves as a hub for scholarly exchange, offering resources, networking opportunities, and career development support.

PAA is known for the flagship journal, *Demography*, and its annual meeting, which brings together demographers and population health scientists from the United States and abroad to present their research and network with their peers. PAA's 3,000 members include scholars, researchers, and those interested in the population field. PAA has an annual budget of approximately \$2M and is supported by a dedicated staff of 6.

The Executive Director (ED) Role

Essential Duties and Responsibilities

Leadership/Governance

- Provide strategic leadership by collaborating with the Board of Directors and officers to develop PAA's vision, policies, and budgets.
- Identify and address key issues, opportunities, and risks affecting PAA's mission and activities in partnership with elected leadership.
- Coordinate with officers, the Board of Directors, and committees to implement board-approved plans and policies. Prepare materials and arrange logistics for annual board meetings and monthly committee meetings.
- Oversee the association management services of PAA's three client organizations: the Society of Labor Economists ([SOLE](#)), the Association of Population Centers ([APC](#)), and the Association of Public Data Users ([APDU](#)).
- Serve as the Executive Director of SOLE.

Contribute to Member and Organizational Success

- Oversee all aspects of PAA's annual meeting, attended by approximately 2,500 participants.

- Provide support to committees, including arranging meetings, maintaining accurate records of appointments, and facilitating committee goals. Serve as the liaison for the Executive, Development, Finance, and DEI Committees.
- Oversee maintenance of membership records, renewals, online payments, and accounts receivable.
- Assist with grant proposals to foundations, manage received grants, and ensure reporting compliance.
- Publicize the activities of PAA.
- Manage the annual Applied Demography Conference.
- Oversee the coordination of the Undergraduate Pipeline Program and the NextGenPop Undergraduate Program.

Management/Administration

- Oversee daily operations, ensuring compliance with federal and local regulations and insurance requirements. Maintain official records and documents.
- Hire, supervise, and evaluate staff; manage employee benefits, enforce personnel policies, review and evaluate employees regularly.
- Own financial management, including budgeting, payroll, investments, and reporting. Work with the Secretary-Treasurer and Finance Committee on budgets and financial updates and liaise with accounting and investment firms.
- Oversee management of office facilities, utilities, and services.
- Ensure compliance with the publishing contract for *Demography*.
- Orient new officers and directors on PAA's management processes.

Required Skills, Experience, and Desired Qualifications

- Proven leader with 5+ years of experience in an Executive Director, Chief Operating Officer, or senior-level position within an organization of comparable size.
- Bachelor's degree required.
- Experience working with a nonprofit board of directors and governance structures.
- Demonstrated experience in organization-wide, multi-year strategic planning, development, measurement, and monitoring.
- Demonstrated business acumen and experience managing financial resources, budget, and expenditures of an independent organization.
- Experience cultivating non-dues revenue and new revenue sources.
- Demonstrated ability engaging new and current members.
- A strong track record in external outreach, including growing and sustaining strategic partnerships, and attracting sponsors.
- Demonstrated commitment to diversity, equity, inclusion, access, and belonging, and experience successfully growing and responding to the needs of a diverse membership base.
- Experience and demonstrated ability creating and developing diverse and inclusive environments for staff, association members, and other stakeholders.
- A proven record of leading and managing staff.

- Well versed in the development, implementation, and oversight of policies, procedures, and processes for operational effectiveness and efficiency.
- Proven effective communication skills, both verbal and written.

Personal Qualities and Competencies

- An innovative, proactive, and strategic leader who is tech-savvy and up to date on association and nonprofit management trends.
- Competence with information technology tools and capabilities, including workplace collaborative meeting technologies.
- Proven ability and impact as a change agent who demonstrates respect for legacy and ability to build on recent successes, while being responsive to new opportunities.
- Approachability, including effective and collegial interpersonal skills.
- Ability to have fair and impartial interactions with the Board of Directors, members, and staff.
- Diplomatic, yet decisive manager, with an ability to execute strategic decisions.
- Active listener with strong emotional intelligence and compassion.
- A team player and collaborative problem-solver who is nimble and can assist staff as needed.
- Candidates from historically underrepresented and marginalized communities are encouraged to apply.

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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