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a s s o c i a t e s



EXECUTIVE DIRECTOR

The Opportunity

The American Society of Criminology ([ASC](#)) seeks its first full-time Executive Director (ED) to advance the organization's mission of fostering a thriving community whose members pursue scholarly, scientific, and professional knowledge of crime and delinquency.

The next ED will have the opportunity to serve as a trusted partner to distinguished scholars, collaborate effectively with staff, and advance the Society's mission in an organization characterized by engaged volunteer leadership, deep subject matter expertise, and a strong tradition of scholarly excellence. The organization is at a pivotal moment, with an opportunity for the next Executive Director to embrace change, expand the Society's impact, and strengthen ASC's position as a leading voice in criminology research, policy, and practice.

This position is remote within the United States.

About ASC

Founded in 1941, ASC is the leading professional association dedicated to advancing criminological research, theory, and policy. ASC represents a global community of scholars, researchers, practitioners, and educators whose work informs academic inquiry, professional practice, and public policy. Through its annual meeting, publications, and an extensive network of member-led divisions, ASC serves as a central intellectual home for the field of criminology. ASC has a staff of 4 and an annual budget of approximately \$1.6 million.

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 ASC's vision, policies, and budgets, including the development and implementation of a multi-year strategic plan with clear goals, metrics, and accountability.
- Identify and address key issues, opportunities, and risks affecting ASC's mission and activities in partnership with elected leadership, including membership trends, conference strategy, and external engagement.
- 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.
- Foster a transparent and collaborative relationship with the Board, ensuring open communication, shared decision-making, and appropriate consultation on key initiatives.
- Stay up to date on association management best practices to strengthen governance and

organizational effectiveness.

Contribute to Member and Organizational Success

- Oversee all aspects of ASC's annual meeting, including evaluating format, structure, and quality to enhance member value, attendance, and overall experience.
- Develop and implement strategies to grow and retain membership, including strengthening ASC's value proposition and expanding outreach to early-career professionals and underrepresented groups.
- Strengthen relationships with ASC's divisions, supporting their leadership, engagement, and contributions to the organization's success.
- Expand ASC's engagement with the international criminology community and foster collaboration across regions and disciplines.
- Facilitate ASC's role in informing public policy by supporting evidence-based engagement with policymakers, media, and partner organizations in a nonpartisan manner.
- Identify and cultivate strategic partnerships with aligned organizations, including professional associations, research institutions, and policy organizations.
- Promote the generation, dissemination, and visibility of criminological research through ASC's programs, publications, and external communications.
- Support initiatives to mentor and develop emerging scholars and strengthen the pipeline of future leaders in the field.
- Publicize the activities of ASC and enhance marketing, communications, and outreach efforts.

Management/Administration

- Hire, supervise, and evaluate staff; manage employee benefits, enforce personnel policies, and establish clear performance expectations and accountability.
- 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.
- Identify and develop new revenue streams beyond dues and conference fees, including sponsorships, partnerships, and other funding opportunities.
- Oversee management of office facilities, utilities, and services.
- Ensure compliance with the publishing contract for *Criminology*.
- Orient new officers and directors on ASC's management processes.
- Evaluate and optimize organizational systems, including technology platforms and operational processes, to improve efficiency and effectiveness.

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, or a trajectory demonstrating readiness for a first-time executive leadership role.
- 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 experience advancing diversity, equity, inclusion, access, and belonging within organizations, including a proven track record of developing and implementing effective strategies to engage with and meet the needs of a diverse membership base.
- Experience managing financial resources, budget, and expenditures of an independent organization.
Experience cultivating non-dues revenue and new revenue sources.
- Experience in partnership development, external relations, and stakeholder engagement, including with policymakers, media, and peer organizations.
- Demonstrated skills in fundraising, networking, and strategic communications.
- Experience in project management and the ability to manage multiple priorities simultaneously.
- 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, to communicate sensitively with diverse stakeholders.

Personal Qualities and Competencies

- An innovative, proactive, and strategic leader who is up to date on technology and association/nonprofit management trends.
- Ability and flexibility to facilitate and manage complex group dynamics in an environment with evolving member expectations.
- A collaborative and transparent leader who values shared governance and builds trust with the Board, staff, and membership.
- Track record of success operating in a complex, highly engaged membership environment with diverse perspectives and expectations.
- 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.
- A learner who is curious, adaptable, and willing to think creatively about the future of the organization.
- Ability to navigate differing viewpoints constructively while maintaining focus on organizational goals.

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

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