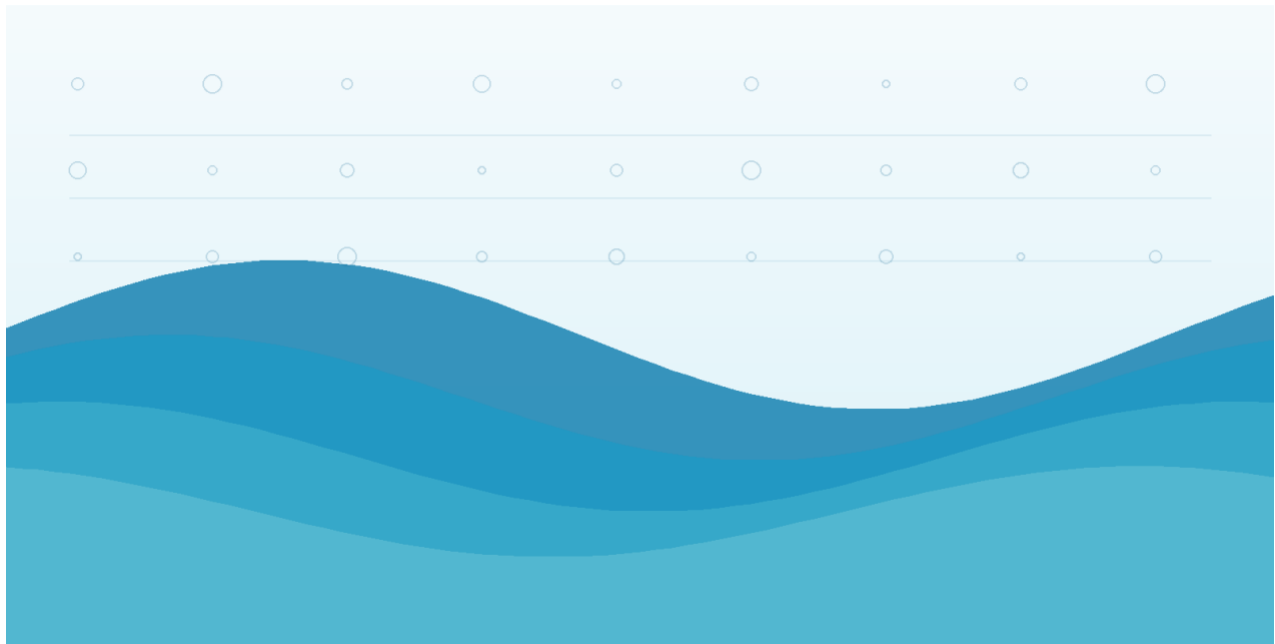




**Association for the Sciences of
Limnology and Oceanography**

EXECUTIVE DIRECTOR SEARCH

Association for the Sciences of Limnology and Oceanography



*Fostering a diverse, international scientific community across the full spectrum of
aquatic sciences*

Search conducted by Sterling Martin Associates, a ZRG Company



ABOUT ASLO AND THE OPPORTUNITY

The Association for the Sciences of Limnology and Oceanography (ASLO) has engaged Sterling Martin Associates, a ZRG Company, to conduct the search for its next Executive Director. Incorporated in 1959, ASLO is an international scientific society dedicated to fostering a diverse scientific community that creates, integrates, and communicates knowledge across the full spectrum of aquatic sciences, advances public awareness and education, and promotes scientific stewardship of aquatic resources for the public interest.

Through its scientific publications, conferences, membership programs, professional development, and education and outreach initiatives, ASLO connects established and emerging scientists around the world. ASLO serves a global community of more than 3,200 scientists, researchers, educators, policymakers, and other professionals engaged in the aquatic sciences. This is an opportunity to lead a respected scientific organization at an important moment for aquatic science and for the ways scientific knowledge is published, shared, and translated into broader understanding.

THE EXECUTIVE DIRECTOR ROLE

The ED will be ASLO's strategic leader and external face, responsible for the organization's financial sustainability, member engagement, and strategic positioning in a rapidly changing scientific publishing and convening landscape.

Reporting to the ASLO Board of Directors and working in close partnership with its President, the ED is the chief staff officer of ASLO with direct oversight of its staff, partnerships, programs, and activities, and is responsible for its prudent financial management.

ASLO employs two permanent staff that directly report to the ED, a Director of Communications and Programs and an IT Director along with several contractors in communications and support roles and an annual operating budget of approximately \$2.5 million. The ED works directly with our business partners who are in charge of ASLO's publications portfolio and association management tasks. Specific responsibilities include:

CORE DUTIES AND RESPONSIBILITIES

Leadership/Governance

- Support the ASLO President and Board to advance the societies mission
- Align and regularly evaluate organizational structure, success metrics and progress towards governance objectives and goals
- Provide the management and vision to ensure the financial sustainability of the organization and its programs
- Attend and report at all Board of Directors and Society Business meetings

- Assist with onboarding new Board members annually
- Ensure ASLO bylaws and operating policies are followed
- Lead and assess ASLO staff and business partnerships to ensure high standards, accountability, collaboration, inclusivity, diversity, and teamwork
- Serve as primary contact with ASLO legal counsel

Publications

- Lead the ASLO Publications program, including by serving as the primary daily contact for the ASLO Editors, guide on journal policies, spearhead new initiatives and manage the relationships with publishing partners
- Negotiate and review all publishing contracts, journal marketing, campaigns and contract amendments, including annual review of subscription and APC pricing
- Develop annual revenue projections, including annual operating budget projections for publications revenue and expenses
- Monitor and report on publishing metrics and revenue, ensuring the financial viability of the portfolio and making strategic recommendations as needed to address government directives and changes in the scientific publishing enterprise
- Research and synthesize trends in publishing and data management and impact on ASLO and its members
- Support and guide the ASLO Publications Committee, including coordinating Editor searches

Membership and Program Development and Assessment

- Develop strategies for recruitment, retention, growth, and broadening of the Society's membership
- Research and synthesize trends in society membership and suggest strategic initiatives
- Ensure membership database and other technology tools support the curation and analysis of member data and trends
- Assess current membership professional development programs for impact, relevance, and cost effectiveness
- Identify member benefits and professional development opportunities
- Oversee assessment of members' needs, goals, and satisfaction with ASLO programs and services, and identify opportunities for growth
- Identify and implement opportunities for fundraising initiatives and grant applications

Conferences

- Identify future conference sites based on past performance, accessibility and global reach of ASLO
- Develop, review, and execute all conference contracts and MOUs, including multi-society events
- Lead development of conference budgets to ensure financial sustainability of ASLO
- Support conference staff and meeting co-chairs
- Ensure technology tools supporting seamless conferences from session and abstract submission, registration, presentations and the meeting app

- Attend all conferences and report to membership at the business meeting
- Research conference trends, identify opportunities for sustainable innovation

Finance and Budgeting

- Ensure financial viability and sustainability of ASLO with oversight and monitoring of spending, negotiated contracts and agreements that advance ASLO's mission and goals
- Support treasurer with financial and asset management, development of budgets
- Maintain master financial spreadsheets providing a time-series view of publication and conference performance, monitor budget and cash-flow needs
- Ensure financial transparency with the Board, including providing reports, data, and analysis for key Board decisions
- Review and approve (along with Treasurer) bimonthly payables, as well as monthly and year-end financial statements
- Lead annual financial audit and review tax documents prepared by outside accounting firm

Staff and Relationship Building

- Serve as the main point of contact from the staff to the Board
- Supervise, hire, and evaluate ASLO staff following Executive Committee directives.
- Collaborate with the staff and management company partners to foster growth and effectiveness of ASLO in support of its mission
- Ensure transparency, openness, and respect for the diversity of skills and experience each person brings to the activities and operations of ASLO
- Assess staff annually along with management company partners
- Recommend and justify annual staff salary adjustments to the Executive Committee
- Lead the staff in workload planning, implementing strategic priorities, providing mentorship and professional development opportunities
- Develop and evaluate success metrics for staff; assess progress toward goals and objectives, and communicate outcomes to the Board.

ESSENTIAL QUALIFICATIONS

- Proven track record with 5–10+ years of senior leadership experience in **scientific society or association management** in a director level, Executive Director, or COO position within an organization of comparable budget size
- A bachelor's degree is required; advanced degree in business, association management, science, or a related field is preferred.
- Proven record in revenue growth, sound fiscal management and diversification, preferably in a scientific organization
- Demonstrated discipline and focus in setting clear priorities, meeting or exceeding goals delegating effectively
- Success in contract development and negotiations
- Supervisory and HR experience
- Extensive experience in and knowledge of publishing and conferences in scientific or not-for-profit field

- Proven record of building lasting partnerships and strategic alliances

PREFERRED QUALIFICATIONS

- Demonstrated track record for 3+ years in a scientific nonprofit organization or association
- Experience working closely with or reporting to a governing board
- A master's degree in business or a related field
- Certified Association Executive (CAE) credential
- Appreciation of science/the scientific process/community

PERSONAL QUALITIES AND COMPETENCIES

- Ethical and visionary leader
- Strategic vision combined with operational discipline
- Excellent written and oral communication skills, including the ability to synthesize complex information for varied audiences
- Strong negotiation skills and demonstrated ability to build trust with diverse partners
- Global mindset and cultural fluency appropriate to ASLO's international membership
- Genuine passion for science and appreciation for the work of researchers
- Fluency with technology platforms supporting association management, publishing, and member engagement
- Integrity, diplomacy, resilience, and energy

COMPENSATION, LOCATION AND BENEFITS

This is a full-time, exempt position and fully remote for individuals in the continental U.S.. Regular travel to strategy, board and business meetings (2-4 times/year, up to 1 week) is required, including occasional international travel.

ASLO offers a competitive salary for this position and also offers a benefits package including health insurance, retirement contributions, and paid time off.

SEARCH PROCESS

Sterling Martin Associates, a ZRG Company, is conducting this search on behalf of ASLO. Individuals wishing to learn more about the opportunity or recommend prospective candidates may contact Tammy Cassidy at tcassidy@smartinsearch.com. All inquiries and expressions of interest will be treated confidentially.

ASLO is committed to providing equal opportunity for employees and applicants in all aspects of the employment relationship, without regard to race, religion, color, age, gender (including pregnancy, childbirth, or related medical conditions), marital status, parental status, sexual orientation, gender identity, gender expression, ancestry, national origin, citizenship, political affiliation, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. All employment is decided on the basis of qualifications, merit, and business need.