

EXECUTIVE SEARCH



Executive Director

SEARCH CONDUCTED BY

STERLING | **MARTIN**
a s s o c i a t e s

The Opportunity

The International Society for the Advancement of Cytometry ([ISAC](#)) seeks an innovative Executive Director (ED) to drive scientific collaboration and technological advancements in cytometry. The ideal ED will be an experienced executive with a strong scientific background or experience working with scientific leaders.

This position is remote within the United States with occasional domestic and international travel expected. International candidates will also be considered.

About ISAC

The International Society for the Advancement of Cytometry (ISAC) is a leading scientific society that brings together experts from diverse fields—including biology, chemistry, data science, engineering, and physics—to promote the advancement of cytometry technology, application, and practice.

Cytometry (meaning "cell measurement") focuses on the quantitative analysis of cells and cell systems. Over the past 50 years, this field has driven revolutionary advancements in biomedicine, environmental science, nanotechnology, and many other related areas.

Founded in 1979 as the Society for Analytical Cytology, ISAC has continuously worked to advance cytometry through a variety of scholarly, educational, commercial, and networking activities.

Key Contributions:

- **Annual CYTO Conference:** ISAC's flagship event, the CYTO Conference, attracts cytometry professionals from around the globe. It features hundreds of scientific presentations, tutorials, workshops, and an Exhibit Hall with over 100 vendors. The CYTO Innovation Program fosters the commercial translation of cutting-edge cytometry technologies through events like the Technology Showcase competition for emerging small companies.
- **Journals:** ISAC publishes two prestigious journals—*Cytometry: The Journal of Quantitative Cell Science* (since 1982) and *Current Protocols in Cytometry* (since 1994). Both are trusted resources for high-quality research and protocols in the field.
- **Standards and Data Sharing:** The MIFlowCyt reporting guidelines (2010) and the Flow Repository (flowrepository.org, launched in 2011) promote scientific rigor, reproducibility, and data sharing.
- **Online Learning:** ISAC's CYTO University provides online courses, scientific tutorials, webinars, and other educational resources aimed at advancing cytometry knowledge. The Society also offers live educational programs and the Instruments for Science initiative, which helps build cytometry capabilities in developing regions.
- **Global Network:** ISAC is at the heart of an international network of national and regional societies and shared resource laboratories (SRLs) that provide access to cytometry technologies and expertise worldwide.
- **Leadership Development:** The Society's Leadership Development Programs mentor the next generation of scientists and engineers to shape the future of the field.

As a US 501(c)(3) non-profit organization, ISAC serves over 1,200 members from academia, industry, and entrepreneurship. It is supported by a dedicated team of volunteers, Council members, and six staff. With an annual budget of approximately \$2.5 million, ISAC continues to drive forward the impact of cytometry across the globe.

The Executive Director (ED) Role

The ED is responsible for leading all operations, finances, human resources, and other assets of the Society and for operationalizing the strategic initiatives and policy decisions of the Council, ISAC'S Board of Directors. The ED reports to the Council through the Executive Committee (EC) and is an ex officio, non-voting member of the Council and all committees and task forces. The ED works with the elected officers, Council, committee chairs, other volunteer leaders, members, and staff to achieve the Society's goals.

Leadership/Organizational Development

- Foster a collaborative, inclusive organizational culture aligned with the Society's global values.
- Develop and enable open and mutually respectful communication between staff and volunteer leadership.
- Build and maintain strong internal and external relationships to support programmatic success and the achievement of strategic goals.
- Serve as liaison between the Society, ISAC leadership, volunteers, and other partners where appropriate, to ensure aligned partnerships that inform the Society's strategic goals and best serve members.
- Stays current on association management trends, programs, and practices to assure that ISAC is up to date on best practices.

Governance and Strategic Planning

- Initiates and leads annual review of strategic plan implementation and monitors related achievements.
- Works with volunteer leadership to review, revise, and establish current strategic goals for the Society's mission via a Council Strategic Retreat scheduled every 2-4 years.
- Oversees and ensures compliance with bylaws, policies, and relevant laws and regulations.
- Ensures that new Council members have adequate orientation and training prior to beginning their term.
- Reports regularly to the Council and EC on operations relevant to the strategic plan, the Society's condition and operations, and any important factors or trends, in accordance with agreed-upon metrics and timelines.
- Collects and examines external benchmark data; creates plans and program proposals to respond to emerging changes, opportunities, and trends.

Communications & External Relations

- Oversee all communication and outreach efforts including journals, publications, educational materials, website content, and social media; oversee publication of ISAC's journal, *Cytometry Part A*.
- Serve as the organization's primary representative at events and meetings.
- Cultivate strong relationships with members, industry, and stakeholder organizations and actively engage stakeholders to achieve strategic objectives.
- Oversees alliances and ensures that they have a defined purpose, range of activities, and budget.

Financial & Administrative Management

- Leads development of the Society's annual operating budget, as approved by the Council.
- Oversees timely accurate financial reporting to EC, Council, and Finance Committee.
- Leads long-term financial planning, revenue generation, and investment strategy, with input from the Treasurer and Finance Committee, including setting revenue targets, defining new revenue streams, and determining investment required to reach revenue targets.
- Reviews and executes routine contracts within the Council's established parameters; manages resources cost effectively and expends funds within budgetary and policy restrictions.
- Monitors and mitigates risks to protect and advance ISAC (e.g., intellectual property, insurance).
- Implements the Society's organizational and administrative policies and procedures and identifies improvement opportunities.
- Recruits, develops, and leads a high-performing staff team; manage HR processes and evaluations.
- Manages, guides, and empowers ISAC staff. Ensures staff development at all levels, including mentoring and training, and creates a culture of employee engagement and empowerment.
- Oversees and/or conducts staff performance evaluations, salary and benefits evaluations and comparisons, promotions, and terminations according to the ISAC employee handbook and relevant laws and best practices.
- Proactively captures institutional knowledge (processes, practices, background/history).
- Obtains independent feedback/perspective on employee satisfaction and implements staff and leadership ideas for continuous improvement of organizational health and maturity.

Contributes to Organizational Success

- Plan and execute the Society's vitally important annual CYTO conference and related activities.
- Oversees the implementation and development of all educational activities, professional resources, meetings, training programs and materials, research products, programs, and services to fulfill ISAC's mission and strategy.
- Measure member satisfaction with ISAC's meetings, educational programs, and scientific publications and programs and offer improvement suggestions, as needed.
- Coordinates development and execution of fundraising initiatives supporting program priorities and activities; identifies and reports key results to Society leadership.

- Encourage innovation and entrepreneurial thinking in service/program development and implementation.
- Promote excellent customer service and member engagement; coach staff as needed.
- Develop and deliver plans to achieve or exceed annual fundraising. Ensuring all fundraising activities align with best practices and ethics and build trust amongst donors, stakeholders, and members.
- Maintains outstanding communication with ISAC's existing partners on contracts and effectively coordinates development of new agreements working with staff, volunteers, and consultants.

Required Skills, Experience, and Qualifications

- Proven leader with 10+ years of experience in an Executive Director, COO, or senior-level position within an organization of comparable complexity. Experience in an international association or scientific environment a plus.
- A bachelor's degree is required. A master's degree in business or a related field preferred. Scientific degree is a plus but not required. CAE credential a plus.
- Experience working with a nonprofit board of directors in a mutually respectful and collaborative manner.
- Experience building and strengthening partnerships for both fundraising and programmatic purposes.
- Exceptional budget development and management skills including budget forecasting, preparation, analysis, decision-making, monitoring, and reporting.
- Strong organizational abilities including planning, program development, and facilitation.
- Exceptional written and oral communication skills.
- An understanding of and appreciation for technology tools for an international, scientific society.
- Ability to travel as needed for business.
- Ability to work a flexible schedule with periodic evening and weekend hours to participate in events and meetings as required.

Personal Qualities and Competencies

- A strategic thinker who takes an innovative approach to managing resources and developing opportunities.
- Passion for and long-term commitment to the Society's mission.
- Committed to the long-term success and progress of the field of analytical cytometry.
- Dependable, emotionally intelligent, collaborative, and self-aware.
- Open-minded, collaborative, and inclusive, seeking and encouraging idea-sharing and engagement from stakeholders before making decisions.
- Demonstrated expertise in negotiation, conflict resolution, problem solving, and strategic

thinking across diverse personalities, issues, preferences, and leadership styles.

- Manages change using a transparent, creative approach that boosts staff morale.
- Personable, approachable, and available to staff, EC, Council, members, and other stakeholders.
- Positive attitude and inspirational personality.
- Resilient, adaptable, and able to respond to a rapidly changing environment.
- Demonstrates commitment to continued professional growth and development.
- Able to handle complex challenges in an effective, professional manner.

Compensation

The starting salary for this position is \$155,000 - \$175,000. 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.

Sterling Martin Associates 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.

Additional Information

For more information, contact:

Sterling Martin Associates
1025 Connecticut Avenue NW
Suite 1000
Washington, DC 20036

David S. Martin, CEO & Founder
dmartin@smartinsearch.com
202-257-1627

Brian J. Glade, Vice President, Client Services
bglade@smartinsearch.com
917-751-3632

Karen Lombardo, Vice President of Search Operations
klombardo@smartinsearch.com
540-751-9612