The Population Association of America (PAA) is seeking a replacement for its Executive Director who is retiring after 18 years of service. PAA is a mid-sized, individual member society that is headquartered in the Washington, D.C. area. It is a nonprofit, scientific, professional organization that promotes research on population issues. PAA members include demographers, sociologists, economists, public health professionals, and other individuals interested in research and education in the population field. All qualified individuals, including PAA members, those supporting the work of PAA members, those engaged in related fields, and association professionals, among others, are encouraged to consider this position.

PAA’s current membership is over 2,800, and its annual budget is approximately $1,000,000. It has a professionally managed reserve fund of over $2,000,000 and draws its revenues from member dues, a flagship professional journal, registration fees at its annual meeting, a development program to encourage member contributions, foundation grants, and other sources. It currently maintains a three-person office and contracts for numerous services to facilitate its mission, including public affairs activities and scholarly publishing.

The Executive Director plays a major role in the management of the association, working with PAA officers and board members to provide strategic leadership for the association and serving as the administrator for the day-to-day operations of the association, including financial management and planning the annual meeting. The Executive Director reports to the PAA Board of Directors.

Specific responsibilities of the Executive Director in coordination with staff:

- Provide strategic leadership for PAA by working with the board and officers in developing the association's vision, policies, and budgets.

- Work with the elected President of PAA to identify issues, opportunities, and concerns that may require the attention of the board or Executive Committee, including any situations that could affect PAA's ability to carry out its mission and planned activities.

- Manage day-to-day operations of PAA. Maintain official records and documents. Ensure compliance with federal, state, and local regulations and insurance requirements. Hire and supervise staff; coordinate employee benefits; ensure adherence to personnel policies and procedures. Prepare employee evaluations. Supervise maintenance of office computer network, internet connectivity, and PAA website. Oversee consultants and contractors.

- Be responsible for the financial management of the association, including maintenance of accounts and investments, payroll processing, purchasing, and accounts payable. Work with the Secretary-Treasurer and the Finance Committee to prepare budget and financial reports. Work with the Secretary-Treasurer to track the financial condition of PAA and to keep the board informed of that condition. Work with accounting firm to facilitate annual audit. Maintain communication with investment firm that manages the association’s marketable securities.

- Plan and implement all aspects of annual meeting (approximately 2,000 attendees). Conduct site inspections, negotiate hotel and vendor contracts, and determine meeting space and catering
specifications. Prepare advertising, exhibit, registration, and other meeting-related information; post on the association website. Manage production of final program, including program cover design, proofreading, and printing. Coordinate with the PAA officers who design the program and with the managers of the program-development website. Manage travel awards for the annual meeting, working with the International Outreach Committee to determine the number of awards available, receive applications, and facilitate travel and hotel arrangements.

- Orient newly elected officers on management aspects of the association.
- Work with officers, Board of Directors, and committees to carry out plans and policies authorized by the board. Schedule, make arrangements, and prepare materials for the Board of Directors’ meetings (two per year). Attend board meetings and arrange for the taking of minutes.
- Provide support to PAA committees. Make arrangements for committee meetings; provide information so that committees can achieve their goals; maintain accurate records of committee appointments, terms of appointment, and expected vacancies and provide this information to the officers responsible for making committee appointments.
- Assist in the development of proposals to foundations, manage foundation grants, and adhere to reporting requirements.
- Oversee maintenance of membership records, renewals, online payments and accounts receivable.
- Publicize the activities of the organization. Oversee production of quarterly newsletter.
- Ensure *Demography* journal publishing contract compliance.
- Manage annual online election of officers and elected committees; prepare ballot and biographical information.
- Oversee PAA Fund contributions and the Honor-a-Colleague program; ensure appropriate acknowledgement of donors; track awards and expenditures of development funds; work with Development Committee to prepare year-end fundraising materials.

The minimum job requirements include a baccalaureate degree and five years of experience or combination of experience and additional education. Full selection criteria and more information about PAA and the search process are available at [http://www.populationassociation.org/executive-director-search/](http://www.populationassociation.org/executive-director-search/). Applicants are requested to send an email to which they attach a curriculum vitae and a letter indicating how their education and job experience would enable them to succeed in carrying out the responsibilities of Executive Director. Emails should be addressed to executivedirectorsearch@popassoc.org and sent by March 17, 2014. The successful candidate will ideally begin work on October 1, 2014, and, if living elsewhere, re-locate to the Washington, D.C. area. Salary and benefits are competitive with those of chief executives of mid-sized, individual member associations; university-based center administrators; and tenure-track faculty in population-related fields. Questions regarding compensation and other matters may be addressed to executivedirectorsearch@popassoc.org. All applications and inquiries will be handled in confidence.