SELECTION CRITERIA FOR PAA EXECUTIVE DIRECTOR

The Executive Director must have the following required competencies:

- Ability to work within a fast-paced environment with competing demands while ensuring high-quality work by self and staff.
- Proven management, organizational, fiscal, and analytic skills relevant to the administration of a program or organization; budgeting and scheduling; decision-making.
- Ability to work effectively and communicate with others, including subordinates, superiors, and peers and with volunteer groups such as committees and boards.
- Ability to supervise/manage people and contract for services.
- Proven capacities relevant to the management of large meetings (e.g., site selection, negotiating contracts, logistics management).
- Ability to use word processing, spreadsheets, and communication technology; ability to supervise application of database and website software.
- Ability to travel.
- Degree from a four-year college and five years of work experience or combination of experience and additional education.

The following characteristics are desirable but not required: familiarity with population research or allied fields; credentials in association management and related specialties; experience in proposal writing for foundation grants, effective use of social media, website maintenance, financial analysis, or public affairs representation.

A successful candidate will demonstrate competency in all of the required areas and have substantial expertise in at least one of the desirable areas. An unacceptable candidate will lack demonstrated competency in one or more of the required areas.