



POSITION DESCRIPTION

<u>Position:</u>	Executive Director, BAHP
<u>Classification:</u>	Independent Contractor (Part-time)
<u>Reports To:</u>	Managing Director, Association Management Center, LLC
<u>Department/Unit:</u>	Association Management Center, LLC
<u>Date:</u>	August 2021

POSITION SUMMARY:

Directly manages and oversees the operations and daily activities of the Center for Baby and Adult Hygiene Products (BAHP), an affiliate of SOCMA's Association Management Center, LLC. Provides leadership in strategic planning, develops and implements programs and policy positions on behalf of the industry, executes organizational plans, manages financial matters, and develops association policies in consultation with BAHP's Board of Directors. Increases awareness of BAHP, and manages scientific, legislative, and regulatory issues relevant to BAHP strategic goals and objectives. Serves as credible resource and spokesperson to consumers and other stakeholders such as federal and state government agencies and legislators, nonprofit organizations, other industry associations, and the public.

DUTIES AND RESPONSIBILITIES:

Governance, Membership and Board Relations

- Provides strategic vision and direction to support the mission of the organization.
- Engages frequently with the BAHP Board and membership to provide information and updates, foster participation and communication, and maximize the value of membership in BAHP.
- Leads quarterly meetings with BAHP Board.
- Promotes BAHP membership recruitment by engaging resources and networking opportunities to identify and attract new members.
- Organizes BAHP meetings by scheduling, preparing agendas, assembling and disseminating relevant materials, securing input needed from members, experts, other personnel, and managing follow up action items.

Administration

- Leverages internal SOCMA staff and resources to further the goals and mission of BAHP.
- Manages BAHP financial affairs including budget, expenditures, revenue, and dues assessments in collaboration with BAHP's treasurer and SOCMA AMC staff.
- Integrates SOCMA AMC staff and resources into the workflow of BAHP.
- Manages independent contractors, as needed, on a project basis to ensure effective communication and resource deployment, successful project execution, and evaluation of performance expectations, measures, and results.

- Participates in internal SOCMA AMC staff meetings and activities with other Executive Directors and colleagues to share and leverage expertise on association management for the advancement of BAHP and AMS.

Advocacy

- Serves as the public face of the association. Works with BAHP leadership to identify strategic opportunities for the advancement of organizational goals and to increase visibility for the association, including speaking engagements and other activities that will positively promote the image and mission of the association.
- Oversees cultivation of key partner relationships on behalf of the organization, manages coordination with member liaisons to other key partners, and works with the BAHP leadership to identify additional organizations of strategic importance and build alliances with those groups.
- Monitors federal and state policy and legislative initiatives and ensures cooperatively with key partners to advance BAHP priorities as established by the Board.
- Directs the identification, analysis, use, interpretation, and dissemination of scientific/technical data to support preparation of BAHP position papers, regulatory comments, correspondence, website content, promotional material, etc. for presentation to government authorities, members, the media, academic and research institutes, the public, other industry, or other stakeholders.

Stakeholder Communications

- Works in tandem with SOCMA's Marketing and Communication department to deliver public relations goals. Includes creation of publications, newsletters, press releases, and other communication pieces to promote awareness of BAHP, disseminate information about the personal hygiene product industry, and comment on issues affecting the industry.
- Oversees development and execution of BAHP websites and other projects to ensure content remains current and relevant, and responds to the needs of consumers, media, and other stakeholders.
- Supports BAHP strategic objectives by helping to build partnerships, coalitions or consortia with other industry associations with common objectives. Specifically serves as BAHP liaison with EDANA, INDA, IPA, and the AHP Global Alliance.

KNOWLEDGE, SKILLS AND ABILITIES:

- Proven leadership, organizational, problem-solving and business development, including strategy development and implementation.
- Excellent written and verbal communication skills including public speaking and success in consumer-facing public and media relations environments.
- Demonstrated ability to analyze, interpret, and manage regulatory, public relations, and technical issues impacting the industry.
- Familiarity with the chemical industry in general and personal hygiene products industry specifically is helpful.
- Effective and productive relationship management and customer/stakeholder service skills.
- Ability to consistently respond in a professional and timely manner to customer and member inquiries. Comfort with managing and executing on concurrent projects.
- Strong research and analytical skills.
- Budgeting, accounting, and financial skills to meet BAHP fiscal needs.
- Ability to travel to events, conferences and meetings as necessary.

EDUCATION AND EXPERIENCE:

- BA/BS degree in government, public policy or scientific discipline. Master's degree or higher preferred but advanced degree could be substituted for experience and proven track record.
- Minimum of eight (8) years of related experience preferably within industry, trade associations, public affairs/government relations firms, or relevant government agency.
- Experience developing and coordinating strategic alliances with stakeholders on key issues and working with representatives of various interests.
- Management experience as Executive Director of an association, management firm, or other non-profit management experience highly preferred.

APPLICATION PROCESS:

Interested candidates should submit a cover letter, resume, and salary requirements to the attention of:

SVP, Finance & Administration

Email: jobs@socma.org