



## POSITION DESCRIPTION

<b><u>Position:</u></b>	Executive Director, BPSA
<b><u>Classification:</u></b>	Independent Contractor (Part-time)
<b><u>Reports To:</u></b>	Managing Director, Association Management Center, LLC
<b><u>Department/Unit:</u></b>	Association Management Center, LLC
<b><u>Date:</u></b>	February 2022

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### **POSITION SUMMARY:**

Directly manages and oversees the operations and daily activities of the 68-Member Bio-Process Systems Alliance (BPSA) an affiliate of SOCMA's Association Management Center, LLC. Provides leadership in strategic planning, oversees multiple technical work streams as well as networking programs on behalf of the Alliance, executes organizational plans, manages financial matters, and develops association policies in consultation with BPSA's Board of Directors.

### **DUTIES:**

#### **Overall**

Promotes single-use bioprocessing adoption, and manages scientific and regulatory matters tied to BPSA's strategic goals and objectives. Serves as credible resource and spokesperson to the single-use industry and its customers and other stakeholders such as nonprofit organizations, standards bodies, technical committees inside and outside of BPSA, other industry associations, the trade press, and the public. Provides a bridge with prospective members and new members to the organization. Excellent writing skills, understanding of plastics industry and plastics processing, and familiarity with the basics of manufacture of biologic medicines preferred, and experience guiding a diverse 19-member Board of Directors. Excellent interpersonal skills essential.

#### **Administration**

- Leverages internal SOCMA staff and resources to further the goals and mission of BPSA.
- Manages BPSA financial affairs including budget, expenditures, revenue, and dues assessments in collaboration with BPSA's treasurer, BPSA independent contract staff, and SOCMA AMC staff.
- Integrates SOCMA AMC staff and resources into the workflow of BPSA.
- 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 BPSA and groups within SOCMA's association management services division.

### Organizational Leadership

- Provides leadership and guides and informs collaborative decision-making process with board and committees on key programs and initiatives and builds and implements the project / engagement matrix process.
- Identifies external organizations of strategic importance and works with the BPSA leadership to build alliances with those groups.
- Builds and executes strategic planning process needed for a 3-5 year perspective that guides BPSA's mission and goals.

### Advocacy and Outreach

- Serves as the public face of the organization. Works with BPSA 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 process and coordinates with member representatives with key partners including standard setting bodies and partners within the organization's ecosystem.
- Directs the identification, analysis, use, interpretation, and dissemination of scientific / technical data to support preparation of BPSA position papers, regulatory comments, correspondence, website content, promotional material for presentation to members, future-members, the media, academic and research institutes, the public, other industries, and/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 BPSA.
- Acts as lead spokesperson for BPSA and comfortable with media relations and interaction as needed.
- Oversees development and execution of BPSA websites and other projects to ensure content remains current and relevant.

### **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.
- Ability to consistently respond in a professional and timely manner to customer and member inquiries. Comfort with managing and executing on concurrent projects.
- Understanding the financial planning process and building budgets including accounting and financial skills to meet BPSA's fiscal needs.
- Ability to travel to events, conferences, and meetings as necessary.

### **EDUCATION AND EXPERIENCE:**

- BA / BS degree in public policy, business, or scientific field. 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.
- 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 and resume to the attention of:

SVP, Finance & Administration, SOCMA

Email: [jobs@socma.org](mailto:jobs@socma.org)