

Executive Manager - Wildlife Disease Association

The Wildlife Disease Association (WDA), a 70 year old non-profit scientific society (<https://wildlifedisease.org/wda/>), is searching for a part time (50-60% annually) contract executive manager. Reimbursement is based on qualifications, experience and demonstrated capabilities. Contract length can be negotiated. Applicants are not limited by geographic location but must be highly proficient in spoken and written English.

This position requires business acumen and the ability to organize a complex entity. Preference will be given to those with a strong background in the health sciences, a working knowledge of WDA and/or membership in WDA or a similar organization. WDA's Executive Manager negotiates and signs all contracts, including those associated with electronic and print publishing, advertising, membership management and, in some years, those associated with the annual international conference. He/she interfaces with and invoices sponsoring or supporting agencies and non-profits. Many of WDA's business operations are run through Allen Press and the incumbent is expected to supervise this and assure good business practices and that budgetary compliance is maintained.

The direct supervisors of the Executive Manager are the elected WDA President and Vice-President, but he/she also answers to the 21-person Council. The incumbent works closely with the WDA Treasurer, WDA's investment advisors, and the Editor of the Journal of Wildlife Diseases. Keeping Officers and Council informed on all significant business matters and providing leadership to selected committees are significant responsibilities.

The Executive Manager will be expected to play a significant role in strategic planning and to represent WDA in professional forums and with constituent groups. WDA has five international Sections and maintaining good relations with them is a high priority. Currently the Executive Manager also supervises the WDA website, the production of a quarterly Newsletter and a weekly News and Announcements. The ability to travel (conferences, meetings), including international travel, is required. Funding is available for travel and office assistance and supplies. There may be other duties as required.

Applicants should submit contact information, an abbreviated (3-5 page) professional resume responsive to the above job description, a list of 3 references that can speak to qualifications pertaining to this job, and a one page statement addressing why you are interested in the job. Applications should be sent to Deb Miller (wildlifediseaseassociationpres@gmail.com), including the applicants' surname and 'application for WDA Executive Manager' in the subject line. Applications will begin to be reviewed June 15 and continue until the position is filled.

WDA is an inclusive organization that values diversity, and we encourage applicants of any gender, racial or cultural background to apply.