



# **SOCIETY FOR FRESHWATER SCIENCE**

## ***Position Advertisement - SFS Executive Director***

The **Society for Freshwater Science (SFS)** is seeking a part-time Executive Director to assist with Society operations, management and development. The Executive Director will serve and promote the interests of the members of the Society and as such will initiate, oversee, coordinate, and organize efforts to realize the Society's mission. They will be guided by directives of the Board of Directors, and will report to the Board. The position has been approved for a 2-year term, with the option to renew the position in subsequent years dependent on performance and society finances.

### **ORGANIZATION BACKGROUND:**

SFS is an international scientific organization whose purpose is to promote further understanding of freshwater ecosystems (rivers, streams, lakes, reservoirs, and estuaries) and ecosystems at the interface between aquatic and terrestrial habitats (wetlands, bogs, fens, riparian forests and grasslands). The society fosters exchange of scientific information among the membership, and with other professional societies, resource managers, policy makers, educators, and the public. Society members study a range of topics, including genetics, community structure of freshwater organisms, freshwater ecosystem function, physical processes that affect freshwaters, and linkages between freshwater ecosystems and surrounding landscapes. Applied aspects of our science include habitat and water quality assessment, conservation, fisheries and invasive species management, integrated water resource management, and restoration.

SFS is best known for its highly rated research journal (*Freshwater Science*), the quality of our annual meetings, and the exposure and opportunities afforded to students. However, the society also supports increasingly important programs in public education, outreach and public policy. It strives to encourage student participation and to increase opportunities for under-represented groups in the aquatic sciences.

The Executive Director's general responsibilities will include:

- Providing liaison and support between members, contractors and outside interests to the

Executive Committee (ExComm) and the Board of Directors (BoD).

- Preparing and implementing a development plan for the Society in conjunction with the Society President and members of the SFS Sponsorship and Development committee.
- Managing Society and Journal finances and prepare quarterly and annual financial reports
- Working with the BoD to adaptively implement the Society's strategic plan. Update the Board as to progress toward goals set by the strategic plan. *A copy of the strategic plan can be requested from current SFS President Emily Bernhardt (emily.bernhardt@duke.edu)*

## PROFESSIONAL EXPERIENCE/QUALIFICATIONS

We seek someone who is organized, independent, and responsive, and works well with diverse constituencies. Should have organizational experience such as overseeing budgets, fund-raising, preparing reports, preparing and meeting timetables, and running committees. Experience in the functioning of non-profit scholarly societies and proficiency in the use of social media and web content would be a assets.

## APPLICATION PROCESS

Please provide a CV, a cover letter containing 1) a statement of qualifications as it pertains to the job description, 2) a vision statement for the position; 3) the names and addresses of three persons who can provide references. Application review will begin on May 1st and will continue until position is filled. Successful applicants will be invited to interview with the SFS Board of Directors in June 2017.

## COMPENSATION

The successful applicant will be hired for 15-20 hours per week as a contract employee, with initial annual salary capped at \$25,000. Reimbursement of allowable expenses (including travel costs for attendance at the annual meeting) is available up to a total of \$3,000. It is our hope and intention that successful development activities may lead to an increase in the responsibilities and compensation for the Executive Director.

Applications, as well as any requests for additional information, should be directed to:  
Dr. Matt Whiles (mwhiles@zoology.siu.edu)