



Institute for Thermal Processing Specialists
Contract Responsibility – Executive Director
(Posted February 2023)

The Institute for Thermal Processing Specialists (IFTPS) is a not-for-profit corporation based in the United States organized to serve the needs of those working in the thermal processing food industry. The Institute has more than 350 members from 27 countries. The IFTPS Board of Directors is currently searching for a part-time contracted position of Executive Director.

POSITION:

Executive Director

JOB SUMMARY:

The Executive Director is the key management leader of IFTPS. The Executive Director is responsible for overseeing the administration, programs, and strategic plan of the organization. Other key duties include financial oversight and outreach to industry, government, and academia. The position reports directly to the Board of Directors. This is a contract position.

GENERAL RESPONSIBILITIES:

- 1) **Governance:** Works with the Board of Directors to fulfill the organization's mission.
 - Responsible for leading IFTPS in a manner that supports and guides the organization's mission as defined by the Board of Directors.
 - Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

- 2) **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.
 - Responsible for oversight of revenues necessary to support the mission of IFTPS
 - Responsible for the fiscal integrity of IFTPS to include submission to the Board of a proposed annual budget financial statements, which accurately reflect the financial condition of the organization.
 - Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

- 3) **Organization Mission and Strategy:** Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning, and outreach.
 - Responsible for oversight of various programs that carry out the organization's mission.
 - Responsible for strategic planning to ensure that IFTPS can successfully fulfill its Mission into the future.
 - Responsible for outreach by being active and visible in the thermal processing community by communicating with other professional, regulatory, and private organizations.

Contract Responsibilities

1. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization.
2. Work closely with the Institute Manager to assure tasks are implemented in a timely manner.
3. Plan technical programs for Domestic US Annual Conference and International conferences
4. Lead annual meeting
5. Facilitate Special Meetings.
6. Collaborate with the Board of Directors on strategic planning and implementation.
7. Planning and operation of annual budget.
8. Serve as the Institute's primary spokesperson
9. Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance the Mission of IFTPS
10. Coordinate and communicate with committee heads to assure committees are setting and meeting their objectives
11. Review and approve contracts for services.
12. Other duties as assigned by the Board of Directors.
13. Oversee marketing communications including the Institute website and quarterly INFo Newsletter

Professional Qualifications

- Member of IFTPS in good standing.
- Bachelor's degree or higher plus at least 20 years of experience in thermal processing
- Transparent and high integrity leadership and no conflict of interest to serve the institute.
- High level strategic thinking and planning. Ability to envision and convey the organization's mission and strategic future to others.
- Demonstrated experience and ability to oversee and collaborate with others.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy.

Applications will be accepted until March 15, 2023, or until a qualified candidate has been identified. Interested candidates should upload a resume to

<https://form.jotform.com/230504462002136>