

## Position Announcement

The International Scientific Association of Probiotics and Prebiotics ([ISAPP](#)) is the leading global, nonprofit organization specifically dedicated to advancing the science of probiotics, prebiotics and related substances. Its activities are wholly determined by a volunteer board of directors composed of ~12 top academic experts in the field. ISAPP is funded by organizations (both for-profit and non-profit) committed to a science-based approach to this industrial sector. Member company scientists comprise the ISAPP Industry Advisory Committee (IAC). The board, external supporters of ISAPP and the IAC work collaboratively to accomplish ISAPP's mission.

ISAPP is searching for an executive director (ED) to be responsible for scientific and administrative aspects of the organization. The ED will receive direction from the ISAPP Board of Directors and will liaise with external collaborators and the IAC to inform ISAPP undertakings. The ideal candidate will have aptitude in science related to ISAPP's purview and must efficiently manage administrative tasks for the daily operation of the organization. An entrepreneurial spirit is needed for this position as it requires independence, self-motivation, creative thinking and being solution-oriented. The ED will be instrumental in forging ISAPP's future as a premier scientific organization.

Scientific responsibilities include oral and written communications for diverse groups, including scientists, ISAPP industry members, and the lay public. These activities include in-person lectures and webinars, preparation of peer reviewed publications, blogs to post on website, and editing all ISAPP communications for scientific accuracy. The ED is also responsible for coordinating research or scientific projects within ISAPP and liaising with other scientific organizations as needed. The ED plays an integral role in recruiting and sustaining industry membership. To advance the goal of encouraging the next generation of scientists, the ED also must interact closely with the ISAPP Students and Fellows Association, assuring their development and incorporation into ISAPP activities.

Administrative tasks include coordinating with the board of directors, serving as liaison with the IAC, overseeing external personnel/services (business management, invoicing, communications and meeting planning).

**Position title:** Executive Director

**Position type:** Open to external contractor or employee status

**Qualifications:** Postgraduate degree in related scientific field and a demonstrated record of relevant experience in scientific and administrative work

**Travel:** Anticipated quarterly travel to domestic and international destinations

**Salary:** Commensurate with candidate qualifications

**Location:** Remote

**Hours:** Full or part time, depending on candidate and final structure of the position

**Report to:** ISAPP President and responsible to the full ISAPP Board of Directors

**Contact:** Dr. Mary Ellen Sanders

**Submit applications to Joy Yiu at [joy@ISAPPscience.org](mailto:joy@ISAPPscience.org)**

It is the policy of ISAPP not to discriminate against any applicant for employment because of age, sex, disability, national origin, race, religion, or veteran status.