

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 administrative and scientific 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 disciplinary professionals, 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 board of directors meetings, overseeing four external personnel, managing budgeting and finances, invoicing, and planning the ISAPP annual meeting, held at different locations globally.

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 or administrative work

Travel: Anticipated quarterly travel to domestic and international destinations

Salary: Commensurate with candidate qualifications

Location: Remote

Hours: Flexible, including long days in support of some activities

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

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.