The Council for Agricultural Science and Technology (CAST) is a nonprofit organization headquartered in Ames, Iowa. CAST is seeking a Director of Council Operations (DCO) to start mid-October 2021 with proven project management, communication, systems, and leadership skills. The DCO will work closely with the EVP/CEO, staff, and the board of directors to manage daily operations and projects necessary to implement and operationalize CAST’s strategic goals.

1. Produce quality and relevant information in a timely manner for our stakeholders.
2. Strengthen our communications with stakeholders through social media and other means.
3. Maximize the value of our products to our stakeholders.
4. Build a strong financial base for the long-term stability of CAST.

About CAST

CAST was established in 1972 with a mission to convene and coordinate networks of experts to assemble, interpret, and communicate credible, unbiased, science-based information to policymakers, the media, the private sector, and the public. Its membership is composed of scientific and professional societies, universities, companies, nonprofits, libraries, and individuals. Organizational members whose contributions qualify for full membership are invited to select and sponsor a member on the Board of Representatives to participate in CAST Work Groups.

CAST fulfills its mission through publications, projects, and sponsored activities designed to communicate the latest scientific research on food, agriculture, and environmental issues to the nonscientist. The primary work of CAST is the publication of papers highly regarded as a source of science-based information written and reviewed by volunteer experts—economists, legal experts and scientists from many disciplines. Webinars and briefings by authors of the publications, a weekly e-newsletter, social media, and educational resources for students are additional communication activities intended to educate and increase understanding of nonscientists and the general public on the use of science and technology in the production, processing, and utilization of food and fiber.

DCO Responsibilities

- CAST has 50+ volunteer members serving on three boards and various committees. The DCO onboards and orients new board members and officers, manages/coordinates board activities and projects, and organizes meetings (mainly conducted via Zoom + 2 biannual in person).
- Coordinates the annual meeting including event management; development of agenda, programs and meeting materials; speaker and sponsor coordination; invitations and registration communications and tracking.
- Assists the EVP/CEO in preparation of publication rollout activities, webinars, and other programs/events.
- Updates and maintains the CAST website (in WordPress). Works with staff to ensure member databases are updated and maintained.
- Utilizes and interprets analytics for impact reports and various ad hoc reports.
- Responsible for the recruitment, hiring, and training of staff positions and oversees a staff of 5-6 FTEs.
Qualifications, Desired Skills, Characteristics, and Competencies

Candidates will ideally have the following characteristics:

- An earned bachelors degree (business, communications, or related field).
- Proven ability to plan, streamline, implement, and manage operational processes and structures for maximum efficiency and that support shifting demands.
- Demonstrated experience in supervising employees and/or managing volunteers.
- Strong organizational/project management skills, data analysis skills, and writing, social media and presentation skills in English.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Acrobat, WordPress, and hosting meetings and webinars in Zoom (or related systems) are a plus.
- A keen interest and ability in communicating scientific information and ability to work harmoniously and effectively with a wide range of people and organizations.

Compensation

Salary is commensurate with qualifications and experience for a 501(c)(3) nonprofit organization in the Midwest region of the United States. A benefits package is included.

To Apply

The search will continue until a suitable candidate is found. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

For full consideration, email a letter of application addressing pertinent qualifications and detailed work experiences; résumé; and names, e-mail addresses, and phone numbers of three professional references by September 1, 2021.

Please send applications to:
Melissa Sly at mslly@cast-science.org.

Additional information about CAST is available on its website: www.cast-science.org

CAST is an Affirmative Action/Equal Employment Opportunity Employer