

## **The National Aquaculture Association is Hiring an Executive Director**

The [National Aquaculture Association](#), a nonprofit trade association incorporated by the farming community in 1991 to serve as a representative voice and advocate for U.S. aquaculture at the federal level, is hiring an Executive Director.

The opportunity to apply will remain open until the position is filled. Applications must include a cover letter, resume and an assessment of your knowledge of the scope and structure of U.S. aquaculture or animal agriculture in the United States and the federal agencies, laws and regulations governing aquaculture or animal agriculture. Experience in advocating before Congress is a plus. Compensation and benefits will be commensurate with experience. The work location is not tied to any particular state. The office for the National Aquaculture Association will move with the new hire.

The National Aquaculture Association is an inclusive organization and actively promotes equality of opportunity for all. We are in search of the right mix of talent, skills, knowledge and potential to achieve our mission. We welcome all applications from a wide range of candidates. Selection of the Executive Director will be based on individual merit.

Applications will be reviewed by a subcommittee of the Board of Directors. The Hiring Subcommittee will conduct virtual and in-person interviews. Email your application package to [naa@nationalaquaculture.org](mailto:naa@nationalaquaculture.org) with the phrase “Confidential – Executive Director Application” included in the subject line. All communications with applicants will be held confidential.

Applicants are encouraged to speak to the current Executive Director, Paul Zajicek, for additional information about the scope of his responsibilities and activities. Contact him at 850-443-3456 or [paul@nationalaquaculture.org](mailto:paul@nationalaquaculture.org).

### **Executive Director**

The Executive Director is responsible for overseeing the administration, programs, strategic plan and staff for the National Aquaculture Association. Other key duties include fundraising, marketing, and outreach. The position works exclusively for, and reports directly to, the President and Board of Directors.

#### **General Responsibilities:**

- 1) **Board Governance:** Works with the Board of Directors in order to fulfill their organizational mission.
- 2) **Financial Performance and Viability:** Works with the Finance Committee to fulfill their organizational mission.
- 3) **Organization Mission and Strategy:** Works with Board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
- 4) **Organization Operations:** Oversees and implements resources to ensure that the operations of the National Aquaculture Association are appropriate, ethical, fair and honest.

### **Specific Responsibilities:**

1. Planning and operation of annual budget.
2. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation to further the goals and objectives of the NAA.
3. Serving as the NAA's primary point-of-contact to the aquaculture community, the media and the general public.
4. Extensive travel year-round, especially September through March, to represent the NAA to Congress, federal agencies, regional and state aquaculture associations and during the annual national aquaculture conference the NAA co-sponsors. These commitments create significant and positive impacts for U.S. aquaculture. Certain organizations hold required meetings (e.g., [American Veterinary Medical Association](#), [Animal Agriculture Alliance](#), Aquatic Drug Approval Coalition, [Aquatic Nuisance Species Task Force](#), [U.S. Animal Health Association](#)).
5. Coordinating Board member response to media inquiries.
6. Establish and maintain relationships with various organizations throughout the nation to utilize those relationships to strategically enhance the NAA's Mission.
7. Oversee all meetings, annual conference and board meeting activities:
  - a. Supervise planning and marketing.
  - b. Oversee/participate in on-site management.
8. Direct the Director for Membership Recruitment and Public Outreach to:
  - a. Deepen and refine all aspects of communications - from web presence to external relations with the goal of creating a stronger NAA presence.
  - b. Report to and work closely with the Board and Outreach and Education Committee to seek their guidance and involvement in public outreach, policy decisions, fundraising, and to increase the overall visibility of the NAA.
9. Supervise and collaborate with organization staff and consultants.
10. Strategic plan implementation.
11. Serves as ex-officio member on each NAA committee.
12. Oversee marketing, research and data activities and other communications efforts.
13. Assist with member complaint process as needed.
14. Other duties as assigned by the President or Board of Directors.

### **Mission Statement**

*To provide a unified national voice for aquaculture that ensures its sustainability, protects its profitability, and encourages its development in an environmentally responsible manner.*

To learn more, please visit <https://www.nationaquaculture.org/>.