



The American Botanical Council - USA: Executive Director

Closing Date: open until filled

Starting Date: tbc

Reference: ABC-ED-USA

Contract Type Renewable

About The American Botanical Council

Since 1988, the American Botanical Council (ABC) has been educating consumers, healthcare professionals, researchers, educators, industry and the media on the safe and effective use of herbs and medicinal plants. ABC is an independent, 501c3 nonprofit organization supported by thousands of members around the world.

From its headquarters at the [Case Mill Homestead](#) in Austin, Texas, ABC publishes HerbalGram, a peer-reviewed quarterly journal; HerbClip, a twice-monthly series of summaries and critical reviews of recently published herbal literature; HerbalEGram, a monthly electronic publication; Herbal News & Events, a weekly update on events and media; and the Botanical Monitor, a quarterly newsletter addressing botanical adulteration issues. ABC is also the publisher of four books, including The ABC Clinical Guide to Herbs, a continuing education and reference book, which contains extensive monographs on the safety and efficacy of 30 popular herbs.

In addition, ABC works through its Media Education program to respond to inaccuracies and misrepresentations in the media and provide proactive, science-based information about herbal medicine. ABC also provides an internship program for students of pharmacy and dietetics, as well as other training and certification programs.

Purpose of the Role

The Executive Director will work in collaboration with ABC's Board, Staff and Founder towards the fulfillment of the mission of ABC. This includes oversight of all of ABC's projects, programs, publications, operations, employees, physical and intangible resources and assets, and financial health and welfare of the organization. This position would report directly to the Board of Trustees of ABC.

Duties and Responsibilities

The following are the specific areas of the ED's responsibilities and activities and at ABC:

Vision, Direction, and Governance

- Ensures all current and new ABC projects, programs and publications meet the stated mission of the organization.
- Develops the organizational strategy, offering a critical analysis of opportunities for ABC, for its membership and within its market and target audience.
- Supports the Board to oversee the implementation of all resolutions, directives, and other governance-related policy created by the ABC Board of Trustees.

Management

- Manages the Leadership Team, delegating and ensuring staff development.
- Serves as the primary link of communication between ABC staff and Board, including overseeing Board directives and governance issues.
- Is responsible for the financial integrity of ABC, collaborating closely with the Finance Director to produce accurate and timely financial information and reports, as well as producing and monitoring the yearly budget.
- Oversees the priorities for ABC and assures they are properly executed with input from the Founder, ABC staff, the Board of Trustees and Advisory Board.
- Oversees the operation and maintenance of the physical site of ABC.

Partnerships & Development

- Further develops the strategic positioning of ABC so that it serves members and constituents, seeking opportunities for revenue growth.
- Maintains close relationships with key individuals, companies and organizations, in collaboration with the Board, the Founder and Director of Development.
- Seeks new projects and new member services to improve membership and member retention.
- Supports the Board in oversight of the Director Circle with a focus on new and enhanced ways to provide additional financial and other resources to the organization.
- Supports the Director of Development and ABC's Board in mobilizing resources for ABC.

Programs & Education

- Oversight of all educational and member engagement programs.
- Ensures all communications and publications including newsletters, magazine, books, website and educational materials are of a high quality and meet scientific standards.

Skills and Experience

- Previous experience leading a high-performing and multi-functional senior management team.
- Inspiring, empowering & people-centered management style, with the ability to delegate and empower senior staff.
- Deep knowledge and passion for the responsible use of herbs and medicinal plants.
- Business acumen with previous experience overseeing budgets and finance.
- Experience in marketing or similar critical analysis with a view to improving organizational positioning, systems and efficiency.
- Entrepreneurial and creative problem solver who will take initiative and identify strategic opportunities for the organization.
- Developed networks within the botanical community or natural products industry, with a track record developing partnerships and mobilizing resources.
- A Scientific Degree.

Candidates who cannot be permanently based in Austin, but can visit frequently will also be considered.