

Executive Director

Background

AMERIPEN – the American Institute for Packaging and the Environment – is a trade association dedicated to improving packaging and the environment. We are the only material-inclusive packaging industry trade association in the United States representing the entire packaging supply chain. This includes materials suppliers, packaging manufacturers, consumer packaged goods companies, retailers, and end-of-life materials managers. Our membership also includes a robust array of industry, material, and product-specific trade associations who are essential to the AMERIPEN fabric. We focus on science and data to support our public policy positions, and our advocacy and policy engagement is based on rigorous research rooted in our commitment to achieve sustainable packaging policies.

Position Description	
Purpose	Drives implementation of the mission, vision and strategies of AMERIPEN as directed by the Board of Directors and overall membership. Serves as the face of AMERIPEN to external audiences, including policymakers, to promote AMERIPEN as the voice of the industry on issues related to packaging and the environment.
Key Roles & Responsibilities	<u>Strategy</u> <ul style="list-style-type: none"> - Stays abreast of packaging industry trends and innovations as well as the legislative and regulatory policies impacting them to ensure association positions are well-informed. - Develops and leads implementation of organizational strategies, with input and guidance from the Board. - Coordinates development of programs, projects, resources and staff as assigned by the Board and oversees portfolio to ensure progress. - Assures outputs are delivered in a material-inclusive way with the good of the greater packaging value-chain in mind, using sound data and scientific principles.
	<u>Management of Staff and Consultants</u> <ul style="list-style-type: none"> - Recruits, hires, trains, and evaluates staff and consultants, with input from Board of Directors. - Establishes performance standards and salary structure. - Supervises work of association management company on contract to handle primary administrative duties for organization.
	<u>Membership</u> <ul style="list-style-type: none"> - Oversees development and execution of membership growth strategy that includes retention of current members and identification and securement of new members by communicating AMERIPEN's value proposition to create a diverse and purposeful representation of the packaging value chain within the membership.

	<ul style="list-style-type: none"> - Convenes meetings, webinars and other events as necessary to bring members together to learn, exchange ideas and develop/refine association positions
	<p><u>Stakeholder Engagement</u></p> <ul style="list-style-type: none"> - With input from the Board, develops strategy to inform AMERIPEN's engagement with various stakeholders, including media, academics/economists, technical experts and policymakers to advance priority positions - Serves as lead collaborator and negotiator to further the organization's agenda.
CRITICAL SKILLS & COMPETENCIES	
Values	<ul style="list-style-type: none"> - Models core values of the organization. - Sets expectations for staff, consultants, members and other stakeholders.
Expertise	<ul style="list-style-type: none"> - Demonstrates experience in trade association management with an understanding of how to interface with relevant stakeholders. - Demonstrates experience setting and managing large budgets. - Exhibits proven ability to develop/maintain collaborative partnerships. - Familiarity with packaging and environmental issues preferred.
Leadership Skills	<ul style="list-style-type: none"> - Demonstrates ability to manage teams, influence others, and drive decisions on key issues.
Communication Skills	<ul style="list-style-type: none"> - Demonstrates ability to effectively communicate association strategies, priorities, and direction to all internal and external audiences.
OTHER ACCOUNTABILITIES	
Financial Accountabilities	<ul style="list-style-type: none"> - Proactively engages with Board in developing and managing annual budget revenue and expenses. - Manages all costs for organization, including administration, human resources, lobbying, meeting, programs and projects, etc.
Strategic Planning Accountabilities	<ul style="list-style-type: none"> - Proactively engages with Board in strategic plan development. - Owns strategic plan implementation and delivery.
Travel	<ul style="list-style-type: none"> - Significant travel (over 30%) is required to effectively represent the association.
REQUIRED QUALIFICATIONS	
Degree Level/Work Experience	<ul style="list-style-type: none"> - Bachelor's degree. - 15+ years' relevant work experience, including budget, staff and consultant management.
DESIRED QUALIFICATIONS	
Additional Experience	<ul style="list-style-type: none"> - Board and committee coordination and interaction (direct or indirect). - Advocacy, government affairs and public policy work.

* This position description is not intended, and should not be construed to be, an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended,



however, to be an accurate reflection of those principal job elements essential for making decisions related to job performance, employee development and compensation. As such, the incumbent may perform other duties and responsibilities as required.