

AOSA-SCST Executive Director

Position Description

Location: Flexible

Reports to: Board of Directors



About AOSA-SCST

AOSA-SCST is working toward becoming a unified non-profit organization through the merger of the Association of Official Seed Analysts (AOSA) and the Society of Commercial Seed Technologists (SCST). We serve the seed industry by maintaining the official AOSA seed testing rules, conducting rigorous seed testing, training seed analysts, and addressing key industry concerns. Governed by a dedicated volunteer executive leadership and Board of Directors, AOSA-SCST is committed to advancing seed science and supporting professionals across the sector. The organizations are currently functioning alongside one another with many duplicate activities and similar goals.

Position Summary

The Executive Director (ED) serves as the chief executive officer of AOSA-SCST, reporting directly to the Executive Board and responsible for executing its directives. This role provides strategic leadership to advance the organization's mission, oversees daily operations, and ensures sound financial management and recordkeeping. The ED drives fundraising initiatives, cultivates public engagement, and elevates the organization's visibility and reputation within the seed industry. Success in this position requires dynamic, collaborative leadership across AOSA-SCST functions, working closely with volunteer leaders and external stakeholders to shape the future of seed testing.

Responsibilities:

Priority 1: Leadership & Administration

- Administer day-to-day operations of AOSA and SCST, ensuring smooth execution of programs and services.
- Provide administrative support to elected officers, including guidance for annual meetings and logistical coordination.
- Communicate regularly with the Executive Board, Committee Leadership, and Membership to all inquiries.
- Schedule and attend meetings, post agendas, and keep official meeting records.

- Collaborate with the President and Executive Board to refine operational plans, policies, and outreach strategies.
- Adhere to Robert's Rules of Order during meetings

Priority 2: Financial Operations

- Serve as financial administrator overseeing all financial transactions and reporting.
- Coordinate with the Executive Board to develop and maintain annual budgets.
- Ensure budget compliance across all programs and provide detailed monthly financial reports to the Board.
- Work with the Finance Team to uphold sound accounting and auditing practices.
- Ensure timely filing of IRS Form 990 and other compliance documents.

Priority 3: Membership Support

- Monitor the Organization's general email account and respond to member inquiries within 24-28 hours, as much as possible.
- Manage social media presence (Facebook, Twitter, etc.) to maintain relevance and engagement
- Maintain effective membership services and respond to inquiries via email and social media
- Distribute member announcements, notices, and job postings
- Provide high level support to committees (website assistance, communications, documentation)
- Manage membership databases with accurate records of members, contact lists, and email communications
- Assist with processing and filing exam applications, notify the Exam Committee, and maintain candidate records.
- Develop and report surveys and ballots, maintaining accurate records
- Track financials related to membership dues, publication revenue, and other budget items
- Assist the executive board with resolving issues from members and affiliates.

Priority 4: Publications & Licensing

- Manage subscriptions and distribute updated AOSA Rules for Testing Seed Volumes 1-4 (yearly) and associated handbooks (as needed).
- Post updated versions of publications and bylaws to the website
- Process, print, and track publication orders and license labels
- Maintain a detailed database of all orders and payments
- Update order forms and website content regularly

Priority 5: Event Operations and Annual Meeting

- Lead planning and execution of the Annual Meeting in coordination with host/local committees and AOSA-SCST Headquarters
- Serve as primary liaison to planning committees, hotel negotiators, and vendors, ensuring smooth communication and logistics
- Oversee event branding, marketing, public relations, and social media promotion.
- Manage entertainment, audiovisual needs, and venue coordination for all meeting functions.
- Support trade show layout, registration, tours, and special events.
- Develop RFPs, negotiate contracts, and ensure execution of agreements with vendors and sponsors.
- Cultivate national sponsorships and oversee fulfillment of sponsorship packages.
- Develop and solicit advertising and sponsorships for conferences as directed by executive board.
- Assist committees with budgeting, revenue forecasting, and financial planning for the Annual Meeting
- Provide ongoing consultation, reporting, and strategic guidance to AOSA-SCST leadership
- Participate in regular planning committee calls and maintain consistent communication across stakeholders
- Research and implement mobile communications and AV solutions to enhance event delivery
- Plan and implement Annual Meetings, including contract negotiation, hotel logistics, and on-site coordination
- Design and produce meeting materials (program books, signage, plaques, badges, swag along with Executive board)
- Assist the Annual Meeting Planning Committee and oversee staffing functions

Minimum Qualifications

- Compliance with state and federal laws.
- Proven leadership experience in a non-profit, scientific, or agricultural organization
- Membership management, Account management, Invoicing and Business documentation
- Excellent communication, organizational, and interpersonal skills
- Experience working with boards, volunteers, and diverse stakeholders
- Ability to manage budgets and strategic initiatives
- Collaborative leadership style with a commitment to transparency, inclusion and problem-solving.

- Strong understanding of seed testing, agricultural science, or the ability to have a working knowledge of seed testing within 6-12 months.

Preferred Qualifications:

- Nonprofit management experience, in Agriculture or related field preferred
- Collaborate with external organizations to strengthen industry relationships
- Passion for seed science and industry advancement
- Familiarity with regulatory frameworks and seed industry standards
- Maintain a consistent presence/contact and ensure collaboration with other stakeholders.
- Attend affiliated meetings to represent, advocate, and promote AOSA-SCST. The goal is recognition as a vital resource by all stakeholders (AOSCA, ASTA, AASCO, USDA, ISTA, Seeds Canada, NASDA, etc.)
- Experience in a senior managerial role, in-depth knowledge of the industry and leadership qualities.

Additional Requirements

- Conflict of Interest Review
- Website management (as determined).
- Negotiate special projects and payments for services on an as needed basis.
 - Examples: Website Transformation, Uniformity in testing, International Trade, Native Seed Testing Standardization or other initiatives whether old, new, or ongoing business needs.
- Bring forth long term strategies for increasing revenue and membership annually or more.
- Be the Solicitor of Sponsorships for meetings and workshops as directed.
- Unlimited position with Annual Performance Review and 5-year Renewal Period.

Compensation & Benefits

- This is a contracted position; the Executive Director will be compensated via Form 1099.