

POSITION AVAILABLE

ASSOCIATE EXECUTIVE DIRECTOR *for Meetings and Professional Services*

AMERICAN MATHEMATICAL SOCIETY

Applications are invited for the position of Associate Executive Director for Meetings and Professional Services. Come be part of an extraordinary collection of talent who support the Society's extensive activities. This is an exciting opportunity to have a direct impact on the ways we advance research and create connections in the mathematics community.

The Associate Executive Director heads the Meetings and Professional Services division and is part of the executive leadership team. Departments in the division support a variety of AMS meetings, programs, and activities that engage our members and the entire mathematical community. This robust range of activities includes meetings such as the Joint Mathematics Meetings, projects such as the Annual Survey and Mathjobs.org, membership activities such as the AMS Graduate Student Chapters, and activities such as our AMS Mathematics Research Communities and the AMS Fellows program, as well as a number of education initiatives, various travel support programs, and several outreach activities.

Responsibilities of the Associate Executive Director include:

- Developing and implementing long-range plans for all parts of the division
- Overseeing departments in the division, including budgetary planning and control
- Leadership and vision to ensure existing AMS programs optimize their impact, as well as in creating, planning, and implementing new programs
- Collaborating with other mathematical organizations
- Representing the division with AMS governance and the mathematical community
- Working closely with senior executive staff, as well as department directors across the organization, to ensure excellence and professionalism

Candidates should have an earned doctorate in one of the mathematical sciences as well as administrative experience. A strong interest in professional programs and services is essential, as is experience with grant writing. This position reports to the AMS Executive Director and also interacts with the AMS governance on the Council and Board of Trustees.

This position is full time, located in our Providence, RI headquarters. Salary is negotiable and will be commensurate with experience. Inquiries about the position are encouraged. Please contact exdir@ams.org. This position is open until filled. Please submit letter of interest, CV, and three professional references to be considered for the position.



The American Mathematical Society is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or immigration status.