Overview

The American Academy of Forensic Sciences (AAFS) is a multidisciplinary professional organization that provides leadership to advance science and its application to the legal system. The objectives of the Academy are to promote professionalism, integrity, competency, education, foster research, improve practice, and encourage collaboration in the forensic sciences.

The Academy’s 11 sections of membership consist of more than 6,600 members, including physicians, attorneys, dentists, anthropologists, digital evidence experts, and more from all 50 states and more than 70 countries worldwide. These distinguished and diverse members actively practice and, in many cases, teach and research forensic science. Many of these members gather at the Annual Scientific Meeting, which takes place in February of each year and highlights the most current information, research, and updates in the forensic sciences. More than 900 papers, seminars, workshops, and other special sections are presented each year, with an additional 150 exhibitors showcasing cutting-edge technology and services to assist professionals in their work.
In accordance with its mission to advance the forensic sciences, AAFS promotes and supports research whenever possible. The Academy publishes the *Journal of Forensic Sciences*, an internationally recognized scientific journal, and operates the *Academy Standards Board*, which maintains a national registry of forensics standards. A number of resources, including the Academy’s newsletter, a reference library, and directory of relevant organizations, provide education and support for forensic professionals. AAFS also operates the *Humanitarian and Human Rights Resource Center*, which uses the Academy’s assets to promote the application of forensic science and medicine principles to global humanitarian and human rights projects in need of assistance, and partners with the *Forensic Sciences Foundation*, a nonprofit that is an educational, scientific, and research arm of the academy.

**The Opportunity**

The Executive Director acts as the organization’s chief executive officer and is responsible for executive management and administrative leadership of the AAFS, including implementing policies, procedures, and programs approved by the AAFS Board of Directors, AAFS President, or AAFS membership in accordance with the AAFS bylaws. The Executive Director reports to the AAFS Board of Directors.

**Responsibilities:**

- **Operation of the Academy**
  
  o Provide regular reporting (at a minimum, semi-annual, annual progress report) to the Board of Directors on the operation of the Academy.
  
  o Serve as the liaison to other professional organizations unless the Board appoints officers or other members of the Academy to serve in that role.
  
  o Serve as Assistant Secretary of AAFS in accordance with AAFS bylaws.
  
  o Ensure the maintenance and safekeeping of AAFS records.
  
  o Make recommendations for action by the Board of Directors on issues affecting the policies and procedure of AAFS.
  
  o Serve as the Executive Director of the Forensic Sciences Foundation, Inc., (FSF) responsible for executive management and administrative leadership of the Foundation to include duties such as:
    
    ▪ Attend all FSF Member and Board of Trustees meetings as a non-voting member;
    
    ▪ Serve as an ex officio member of the Finance/Fund Management research grant programs and endowment funds;
    
    ▪ Coordinate the grant solicitation efforts (currently eight); and
    
    ▪ Oversee the custodianship of all funds in the research grant programs, including fund distribution, utilization, and investments, as well as recordkeeping and timely reporting.
  
  o Serve as an ex officio member, without a vote, of all AAFS committees, except for the Ethics Committee, the Membership Committee, and the Nominating Committee.
  
  o Give notice to the members of the time, place, and agenda of AAFS meetings.
  
  o Manage all contracts involving AAFS.
o Assist the AAFS officers in carrying out the functions of their offices.

o Coordinate fundraising and marketing efforts, as well as the promotion of the organization in order to raise public awareness and boost membership.

o Promote excellence in programs and services in keeping with the organization’s long-term goals and strategic growth.

**Office/Personnel Management**

o Implement and enforce office policies and procedures for AAFS personnel necessary to ensure an efficiently and effectively run professional workplace.

o Ensure AAFS is adequately staffed with competent personnel who are compensated and that each position has appropriately defined duties, responsibilities, and authority.

o Provide direct supervision of the Finance Manager and Meetings and Expositions Manager, and general supervision of all other personnel.

o Hire key management personnel, oversee the hiring of support personnel and staff succession planning.

o Conduct, at a minimum, annual performance evaluations.

o Implement the necessary steps to secure staff’s Personal Identifying Information (PII), performance plans, and evaluations.

o Have ultimate responsibility and authority with respect to promotions and terminations of personnel.

o Provide the necessary personnel liaisons for AAFS committees.

o Report regularly to the AAFS Board of Directors on facilities and personnel.

**Meeting Management**

o Be responsible for successful execution of all phases of the AAFS annual meeting and any other AAFS meetings.

o Ensure the preparation of site-selection analysis for the Board of Directors.

o Supervise all contract negotiations for the AAFS meetings.

o Supervise the compliance with relevant continuing education requirements for meeting sessions.

**Financial Management**

o Develop and maintain appropriate budgetary procedures in coordination with the finance manager and AAFS Treasurer.

o Be responsible for formulating and recommending basic policies and program, including the annual budget for approval by the Board of Directors.

o Oversee the expenditure of funds.

o Ensure that all funds, assets, and other property of AAFS are appropriately safeguarded, insured, or invested.

o Supervise the collection of accounts receivable from membership dues, annual meeting activities, and other sources of income.

o Authorize and execute such contracts, agreements, and commitments, including grant applications and receipts, as authorized by the Board and/or AAFS bylaws.
Supervise the general accounting and the internal audit of all accounts on a regular basis.
Provide records for internal and external audits.

- **Publications/Communications Management**
  - Oversee the publication of the Academy Newsfeed
  - Be responsible for publishing contracts, including the *Journal of Forensic Sciences*.
  - Oversee and supervise the administration of the AAFS website and the websites of any affiliated AAFS entities.
  - Oversee any digital programs.

**Requirements:**

- A baccalaureate degree, preferably in business administration.
- Five years of experience in senior management.
- Extensive experience in association meeting planning and strategic organizational planning.
- The Executive Director shall not be a member of AAFS.

**Preferred Skills:**

- Experience with nonprofit organizational leadership as well as various membership levels and qualifications.
- Ability to advocate for legislative initiatives to benefit the organization.
- Experience with non-profit organizational leadership, preferably those containing various membership levels and qualifications. Membership building skills are highly desired. Advocating Ability to advocate for legislative initiatives to benefit the organization.

**Location:**

*Colorado Springs, CO:*

Known as “Olympic City,” Colorado Springs is home to the U.S. Olympic Committee, the Colorado Springs Olympic Training Center, and the soon-to-be-opened Olympics Museum.

Colorado Springs lies at the foot of one of America’s most famous landmarks, Pike’s Peak, which was the inspiration for the writer Katharine Lee Bate’s “America the Beautiful,” as well as Garden of the Gods, one of the country’s most loved public parks. It is the site of the Broadmoor International Pike’s Peak Hill Climb and more than 55 other attractions.
Leadership

Zeno Geradts
President

Zeno Geradts was unanimously voted President of the AAFS in February 2018. During his tenure as President, Geradts has organized an International Educational Outreach trip to Brazil, including a working visit to AAFS’s affiliate organization there and attendance at the InterFORENSICS conference.

Other involvement with AAFS includes roles as Chairman of both the engineering and digital evidence and multimedia sections, membership on the Board of Directors, and one year each as Vice President and as Treasurer. Geradts is currently Chairman of the ENFSI Forensic IT working group.

In addition to his work with AAFS, Geradts is a senior forensic scientist at the Netherlands Forensic Institute and specializes in forensic image processing and biometrics and forensic big-data analysis. He is a professor of forensic data science at the University of Amsterdam and has also served as an expert witness, testifying about manipulation detection and deep-fake videos. Geradts has published numerous papers in forensic journals and is active on projects related to digital evidence.

Dr. Jeri Ropero-Miller
President Elect

Dr. Jeri Ropero-Miller is the Chief Scientist of the Applied Justice Research Division, RTI International. With expertise in the areas of forensic toxicology and criminal justice research, she has published on topics of postmortem drug studies, emerging drugs, hair drug studies, drug surveillance and intelligence, program evaluation, and technology evaluation and adoption. Ongoing projects she supports include the National Institute of Justice’s Forensic Technology Center of Excellence and its Criminal Justice Technology and Evaluation Consortium, the Drug Enforcement Administration-funded National Forensic Laboratory Information System, the Bureau of Justice Statistics-funded 2018 Census of Medical Examiners/Coroners’ Offices, and the 2019 Census of Publicly Funded Forensic Crime Laboratories. She is certified by the American Board of Forensic Toxicology, is currently the President Elect for the American Academy of Forensic Sciences and serves on the Toxicology Subcommittee of the National Institute of Standards and Technology, Organization of Scientific Area Committees. She received her doctorate in clinical chemistry and forensic toxicology from the University of Florida College of Medicine. Her work has been extensively published, and she is recognized nationally and international for her work in criminal justice research.
Background Checks:

Prior to submitting your resume for this position, please read it over for accuracy. Lindauer does verify academic credentials for its candidates, and our clients frequently conduct background checks prior to finalizing an offer.

To learn more, call
Terri Rutter, Senior Consultant
617-262-1102
or send nominations or cover letter and resume to
trutter@LindauerGlobal.com.
All inquiries will be held in confidence.