

EMPLOYMENT OPPORTUNITY

Job Title: Executive Director

Organization: Interstate Shellfish Sanitation Conference

Position Summary

The Executive Director serves as the chief executive and administrative leader of the Interstate Shellfish Sanitation Conference (ISSC), supporting its mission to protect public health while fostering a safe, sustainable, and economically viable shellfish industry. Working at the intersection of public health, regulatory policy, and shellfish production, the Executive Director facilitates collaboration among state and federal agencies, industry, academia, and other stakeholders across all shellfish-producing regions of the United States.

The Executive Director is responsible for implementing policies adopted by the ISSC voting membership, managing daily operations, overseeing staff and contractors, and ensuring effective coordination with FDA and partner agencies. The role requires strong leadership in consensus-based governance, exceptional communication skills, and a deep appreciation for both the public health mandate and the operational realities of shellfish production.

Key Responsibilities

- Provide strategic leadership and operational oversight for ISSC programs, committees, and biennial conferences
- Implement policies, resolutions, and action items adopted by the ISSC membership
- Serve as the primary liaison between ISSC, FDA, state shellfish control authorities, industry representatives, and other partners
- Support the work of ISSC Executive Board (i.e Board of Directors), committees, task forces, and regional affiliates, ensuring transparency and follow-through
- Oversee budget development, financial management, contracts, and grants
- Supervise ISSC staff and consultants and support a collaborative, high-functioning team
- Coordinate meeting logistics, communications, records, and official guidance documents
- Represent ISSC in national and regional forums related to shellfish sanitation, food safety, and public health

Preferred Qualifications

- Bachelor's or advanced degree in political science, public health, natural resources management, law, or related field.
- Minimum of 6 years of experience in government affairs, public policy, regulatory advocacy, or related roles.

- Experience working with food safety, environmental, agricultural, or natural resources policy preferred (aquaculture or fisheries experience a plus).
- Demonstrated ability to cultivate relationships with elected officials, agency staff, community leaders, Tribal governments, and industry stakeholders.
- Excellent negotiation and advocacy skills with strong political acumen and a professional demeanor.
- Regulatory experience, including crafting regulatory language with scientific support in a way to ensure the regulations are able to be implemented.
- Proven ability to influence and collaborate across diverse internal teams.
- Strong organizational skills, project management abilities, and attention to detail.
- Excellent written and verbal communication skills, including experience supporting technical committees, policy development and crafting regulations.
- Experience managing budgets, grants, and contracts.
- Proficiency in Microsoft Office and comfort using remote collaboration tools (e.g., Teams, Zoom).

Additional Desired Attributes

- Experience working with interstate or national organizations, commissions, or non-profits.
- Demonstrated leadership experience in a complex, multi-stakeholder organization.
- Familiarity with shellfish sanitation, seafood safety, aquaculture, environmental health, or related regulatory frameworks.
- Proven ability to facilitate consensus among regulators, industry, and public health professionals.
- Strong understanding of federal–state coordination, including experience working with FDA or state regulatory agencies.
- Ability to translate technical and regulatory information for diverse audiences.
- Strong organizational skills and attention to detail, with the ability to manage multiple priorities.
- Professional credibility and diplomacy in high-stakes regulatory and policy discussions.
- Appreciation for the economic, cultural, and regional diversity of the U.S. shellfish industry.

Compensation and other considerations

- Salary range is \$100,000- \$125,000 plus benefits package with paid personal and annual leave, life and health insurance, savings and investment plan (401-K type).
- The ISSC Office is currently located in Richmond, Virginia. The Executive Director work location is flexible and remote work arrangements may be negotiated for qualified candidates.
- Frequent intermitted domestic travel required to support this role (up to 25%)

Application Process

- Interested candidates are asked to submit an application that details their ability to successfully accomplish the work described in this announcement.
- The application must include a resume, cover letter, and three professional references. Incomplete applications will not be considered.
- Materials are to be submitted via email, with the subject line reading “Application for ISSC Executive Director” to ISSC@ISSC.org
- The position will remain open until it is filled.
- Please direct questions to: Keith Skiles, kskiles@issc.org, 804-330-6380.