

Executive Director

Opens: October 15th, 2024

Closes: November 15th, 2024

Interviews: Late November, 2024

Position starting date: January 1st, 2025

Description

The Executive Director is the Chief Executive Officer (CEO) of the ATBC. The CEO focuses on the day-to-day activities necessary to achieve the goals set by the Council and Presidents and to execute policies and programs. The specific roles include:

- Collaborate with the Council and President's office to revise, update and implement the strategic plan.
- Ensure coordination, continuity, and cohesion in the work of the ATBC, particularly concerning its various working committees.
- Work closely with ATBC officers, secretary and treasurer to ensure proper financial management and coordination of efforts.
- Perform administrative duties as assigned by the President and the Council.
- Engage with diverse stakeholders and organizations.
- Ensure the long-term financial sustainability of the ATBC.
- Work to retain and grow ATBC's membership and adapt membership policies as needed.
- Coordinate the team that supports ATBC's annual meetings and overseeing the academic and financial development of these meetings in collaboration with the Conferences Committee and local organizing committee.
- Promote the growth of Biotropica by working closely with the Editor-in-Chief to identify trends, opportunities, and threats.
- Negotiate business arrangements with Wiley together with treasurer and Editor-in-Chief

- Execute and sign bonds, mortgages, contracts, and other instruments in the name of and on behalf of the ATBC, unless otherwise directed by resolution of the Council.
- Collaborate with the ATBC Communications Officer to coordinate marketing and social media efforts.

The prestigious position of Executive Director of the ATBC offers a rare and exhilarating opportunity for a visionary leader passionate about advancing tropical biology and conservation efforts worldwide.

Job Qualifications

- Previous experience as a President, Councilor, or other evidence of long-term commitment and/or service to the ATBC.
- A deep commitment to and passion for the mission of the ATBC, along with an understanding of its unique culture.
- A broad understanding of current and emerging issues in tropical biology and conservation.
- A multifaceted awareness of challenges faced by students, practitioners, and researchers in tropical environments.
- Strong communication skills with an ability to establish and maintain positive interpersonal relationships.
- Previous leadership, administrative, and human resources experience in academic institutions is desirable, including experience managing budgets and diverse teams.

Please send a detailed version of your CV along with a statement of interest (maximum two pages). For questions about the position, please email us at communications@tropicalbiology.org

Submit your application [here](#)

Editor in Chief - Biotropica

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Description

- Coordinate the review of approximately 500 submissions per year.
- Supervise the production of six issues of Biotropica annually (120-130 articles).
- Coordinate the budget in collaboration with the ATBC Treasurer.
- Recruit, mentor, and incentivize a diverse and highly qualified group of Associate and Subject Editors.
- Develop and implement initiatives that enhance the visibility and profile of the journal, attract innovative and high-impact submissions, promote transparency and open science, and serve the global membership of the ATBC.
- Coordinate operations in collaboration with the Managing Editor, staff from Wiley, and the ATBC Executive Director.
- Work with the ATBC Communications Officer to coordinate marketing and social media efforts for the journal.
- Serve as an Ex Officio member of the ATBC Council and attend Council meetings and participate in annual meetings.
- Act as a global ambassador for Biotropica and ATBC.

The prestigious role of Editor-in-Chief offers a unique and intellectually stimulating opportunity to lead a journal that serves as a vital platform for researchers worldwide, amplifying the voices of scientists working on pressing issues in tropical biology and conservation.

Job Qualifications

- PhD in a field related to ecology, evolution, environmental studies, or conservation.
- A strong record of publication on subjects relevant to Biotropica and the ATBC.
- Prior experience as Editor-in-Chief, Associate Editor, Handling Editor, or Subject Editor for a journal in this or a related field.
- A broad understanding of emerging issues in tropical biology and conservation.
- A detailed awareness of the challenges faced by researchers in tropical environments.
- Experience in administering budgets and managing diverse teams.
- Familiarity with emerging issues in scientific publishing (e.g., open science, technological innovations, emerging business models, bias in peer review).

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