



Professional Animal Auditor Certification Organization (PAACO) Position Announcement - Executive Director

Due to a planned transition, PAACO is seeking applicants for the Executive Director role to begin in early 2027. This part-time (50% FTE) executive role reports to the Board of Directors and may be performed remotely, offering flexibility while maintaining strong administrative and governance oversight.

Position Summary

The Executive Director serves as the chief executive and operational leader of PAACO and is responsible for advancing the organization's mission of promoting excellence in animal welfare through the training and certification of auditors and audits. The Executive Director provides strategic direction, oversees organizational operations, builds industry partnerships, supports governance activities, and ensures the long-term sustainability and growth of PAACO programs and services.

Essential Duties and Responsibilities

Strategic Leadership (in partnership with the Board of Directors)

- Develop and implement strategic goals
- Lead organizational growth initiatives and long-range planning
- Identify emerging trends and opportunities in animal welfare auditing, certification, and education
- Create opportunities for increased awareness and visibility of PAACO to broaden the understanding of what the organization does to train and certify auditors and audits

Board Relations & Governance

- Serve as primary liaison to the Board of Directors
- Support board meetings, committee activities, strategic planning, and governance initiatives
- Prepare reports and recommendations to facilitate informed board decision-making
- Ensure organizational compliance with bylaws and nonprofit governance standards

Staff Leadership

- Oversee the organizational structure and recruit/hire, supervise/mentor, and evaluate staff
- Foster a collaborative, mission-driven organizational culture
- Establish performance goals and professional development opportunities

Program Oversight

- Provide oversight for the auditor training and certification programs, continuing education offerings, and recertification activities
- Ensure the audit certification process aligns with PAACO standards
- Evaluate and improve PAACO educational content and delivery methods
- Coordinate with trainers, subject matter experts, and stakeholders to ensure program excellence including the execution of PAACO training events
- Serve as a trainer and/or training coordinator as necessary



Financial & Operational Management

- Develop and oversee annual budget, and provide a regular update (at least quarterly) to the BOD regarding financial status
- Monitor organizational finances and maintain fiscal responsibility including oversight of all financial accounts to ensure compliance with the nonprofit status
- Manage services, contracts, vendors, technology systems, and operational functions
- Ensure effective organizational processes and resource allocation

Industry Relations & Partnerships

- Develop and maintain strong relationships with producers, industry organizations, academic institutions, auditors, regulatory stakeholders, and corporate partners
- Represent PAACO at conferences, industry meetings, and professional events
- Cultivate strategic partnerships and recruit sponsorships
- Serve as spokesperson and ambassador for the organization

Requirements

- Bachelor's degree in animal/poultry science, agriculture, veterinary science, business administration, nonprofit management, or related field. An advanced degree (MS, DVM, PhD, or related field) is preferred.
- Demonstrated experience in strategic planning and organizational leadership with a minimum of 5 years of progressively responsible leadership experience
- Strong business acumen demonstrating financial management and budgeting skills
- Collaborative leadership style with proven experience mentoring and developing staff
- Exceptional communication and the ability to build relationships with all constituents including staff, board members, auditors, and stakeholders.
- Knowledge of livestock industries and related animal welfare standards
- Skilled in Microsoft Office (PPT, Word, Excel, etc.) and basic use of AI applications
- Ability to travel regularly including internationally
- Candidates must reside in the United States and have authorization to work in the U.S.

Preferred Skills and Competencies

- Experience working with nonprofit boards and governance structures
- An effective spokesperson with an approachable and confident public presence.
- Strong value system and work ethic; authentic and leads by example
- Strategic thinker who actively seeks opportunities and proposes solutions
- Visionary leader who is willing to advocate for new ideas and is comfortable with change and complexity
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Experience in animal welfare, auditing, certification, and/or education programs

Application Process:

Please send cover letter and CV/Resume to info@animalauditor.org

Contact: Collette Kaster, PAACO Executive Director