



Council of Professional Associations on Federal Statistics

COPAFS EXECUTIVE DIRECTOR

Founded in 1980, COPAFS advocates for the development and dissemination of high-quality federal statistics. As such, it is an important intermediary between the federal statistical agencies and the users of information produced by these agencies. Through COPAFS, members have an opportunity to examine and have an impact on issues including timeliness, quality, confidentiality and the relevance of data. There are two membership categories: *Association* (16) and *Affiliate* (24). The association members include the *American Statistical Association*, the *American Economic Association*, the *American Sociological Association*, and the *National Association for Public Health Statistics and Information*, among others. Affiliate members are from a wide range of federal statistics stakeholders, including academic, philanthropic, private consulting and policy research/opinion organizations. (Please visit www.copafs.org for complete membership list.)

COPAFS works very closely with a range of government agencies including the Office of Management and Budget and the Census Bureau, as well as with groups such as the Federal Committee on Statistical Methodology for which it hosts the biennial FCSM Research Conferences and Statistical Policy Seminars. The by-laws call for quarterly meetings that are open to parties interested in federal statistics, including those from federal agencies and other stakeholders in the statistical community, as well as its own membership. These meetings routinely provide opportunities for senior executives from federal statistical agencies to speak to and meet with those from the user community. The quarterly meetings are an important element in COPAFS' overarching mission to provide information to and promote dialogue on and within the federal statistical community.

Position Summary:

The Executive Director is responsible for achieving the mission and purposes of COPAFS to advance and promote a vital statistical system in the United States. The Executive Director serves as the principal spokesperson for the organization with responsibility for developing, leading, and maintaining strategic relations with the full spectrum of stakeholders in federal statistics and data use. The Executive Director is expected to bring initiative, innovative ideas, and leadership skill to educating and advocating for sound policies and federal support for statistics and data. The Executive Director is also expected to strengthen COPAFS financially as well as enhance its profile in the federal statistical community.

Principal Duties and Responsibilities:

- Leads COPAFS in serving as principal advocate for the critically important work of federal statistical agencies and a scientifically sound and vital federal statistical system.
- Enables COPAFS to address critical issues, budgetary needs, and sound science policies on behalf of the statistical user community to federal statistical agencies and to Congress.
- Advances the role and voice of COPAFS as the go-to organization capable of advancing the health of federal statistics and the objectives of the statistical community to foster statistics and data of the highest quality, accessibility, and usability.

- Ensures that COPAFS continues to strengthen its role and reputation in providing information, education and dialogue within the federal statistical community.
- Develops and pursues opportunities for COPAFS, whether through convening stakeholder meetings, strategically designing quarterly meetings, executing essential projects, holding briefings, or similar activities, to promote awareness of the issues, challenges, and opportunities related to the federal statistical agencies and to federal databases and their use.
- Assumes responsibility for the administrative and financial well-being of COPAFS, including development of the annual budget, routine monitoring and reporting on finances and budget, and overseeing and ensuring filing of tax returns and other financial and legal documents required to maintain COPAFS legal and financial status.
- Develops and implements an ongoing plan to expand the membership base of COPAFS, making certain that users of federal statistics are aware of the benefits of membership in COPAFS as well as the advantages to participation in its activities and programs.
- Works with the Board of Directors to develop and implement strategies to strengthen and expand COPAFS sources of financial support, including fundraising from institutions and organizations that rely heavily on Federal statistics for their research or programs.
- Ensures that the Board of Directors is kept fully informed on the conditions and operations of COPAFS and issues that may affect its well-being and that of its membership.
- Promotes the active participation by Board members and the membership in the development and execution of COPAFS policy and programs to ensure a common and shared vision and direction for the organization.

Requirements – Graduate degree commonly found among professionals in the federal statistical user and science leadership communities. Leadership ability a must, as is an understanding of and a passion for the importance of statistics, data, and sound research policies. Familiarity with federal statistical community and programs and products is also essential. Success in engaging others in a common cause highly sought, certainly an instinct or desire to have this responsibility. Innovative and entrepreneurial track record a must, and success in fundraising or development is highly desirable. Success in managing within budget is required as is serving as an organization’s spokesperson with solid instincts and abilities in relationship development and outreach. Strong oral and written communication skills essential. Organizational management and leadership experience highly desirable. Occasional travel to conferences or other meetings as required.

Applications: Please apply by submitting a resume and cover letter to copafs@prb.org by October 15, 2018.

This position is located in Arlington, V.A.

COPAFS is an Equal Opportunity Employer