



Institute for Thermal Processing Specialists  
**Contract Responsibility – Institute Manager**  
(Posted July 30, 2021)

The Institute for Thermal Processing Specialists (IFTPS) is a not-for-profit corporation based in the United States organized to serve the needs of those working in the thermal processing food industry. The Institute has more than 350 members from 27 countries. The IFTPS Board of Directors is currently searching for an Institute Manager.

**POSITION:**

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“Institute Manager”

**JOB SUMMARY:**

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This is a contract position. The Institute Manager reports to the Board of Directors. The Institute Manager will plan and organize all conferences, symposiums, and meetings for the Institute. These events typically take place off-site at the venues selected for each event. Travel to events will be required. Some events are also conducted using a virtual meeting/webinar format. The Institute Manager will also handle all administrative duties, update the membership roster, oversee/handle the social media, and handle/organize the accounting, bookkeeping, and business management of the Institute.

**MAJOR RESPONSIBILITIES:**

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- **Event / Meeting Planning**

The Institute has several events, symposiums, and meetings throughout the year. These include:

- The Annual Conference (1 per year. In-Person on-site at designated location)
- International Conference (1 per year. In-Person on-site at designated location)
- Workshops/symposiums (1 per year. In-Person on-site at designated location)
- Committee Meetings (approximately 2 per year. Held virtually, and also at Annual Conference)
- Board Meetings (approximately 4 per year. Held virtually and also at Annual Conference)

The Institute Manager will handle the following for each event:

- Set up Hotel/ Virtual logistics
- Monitor program/agenda
- Communication to membership
- Update Website
- Handle Registration
- Develop & print/circulate Program/Handouts
- Take Minutes/notes (for Board meetings)
- Prepare awards
- Communicate with Board President
- Attend Event (if necessary)
- Some travel required - domestic/international

- **Administrative:**

The Institute Manager will be responsible for handling the following administrative duties of the Institute:

- Maintain/update membership roster
- Update & send periodic email newsletter to members
- Maintain Institute bylaws and corporate files
- Handle periodic inquiries
- Report/Communicate to the Board of Directors

- **Social Media**

The Institute Manager will be responsible for handling the following social media duties of the Institute:

- Oversee/update the Institute's Website ([www.IFTPS.org](http://www.IFTPS.org))
- Oversee/update the Institute's other social media (LinkedIn)
- Post/Update Content (employment opportunities, training, events, news, etc.)

- **Accounting, Bookkeeping, and Business Management**

The Institute Manager will be responsible for handling the following accounting, bookkeeping, and business management duties of the Institute:

- Handle Sponsors/Ads/Website Banners
- Handle/collect annual Member Dues
- Handle deposits/payments
- Compile Budget
- Create end of year financial reports and distribute to Board of Directors
- Handle government filings (taxes, nonprofit status, etc.)
- Work with outside accountant for end of year financials/tax filings

**REQUIRED SKILLS:**

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- Event planning
- Proficient in QuickBooks, MS Office, website/social media, Zoom, web/software applications.
- Organized / Detail oriented
- Accounting / Clerical skills
- Friendly / Professional Personality
- Demonstrated leadership skills
- Good interpersonal skills
- Good oral skills, comfortable with public speaking

**PREFERRED SKILLS:**

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- Experience in food industry, thermal processing, process authority is preferred.
- Minimum of 5 years of experience working with professional organization preferred
- Ability to maintain the culture of the Institute (a professional and family atmosphere)

**CONTRACT FEE:**

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Contract Fee commensurate with experience.

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Applications will be accepted until September 15, 2021, or until a qualified candidate has been identified. Interested candidates should send a resume to [application@iftps.org](mailto:application@iftps.org)  
Any questions about the position should be sent to [application@iftps.org](mailto:application@iftps.org)