Position: Account Executive - Food Science and Nutrition

Location: Atlanta, GA

What are we looking for?

- Kellen is seeking a professional to serve as Account Executive (AE) with management and food science experience, nutrition background a plus.
- The AE will be responsible for developing, organizing and implementing multiple food/nutrition affairs initiatives and projects for association clients related to the food industry.
- The AE will make a difference by advancing client objectives through management of committees and/or working groups.
- The AE will monitor, analyze, interpret, summarize and critique food regulations, food science/nutrition information relevant to food products, coordinate development of consensus positions for industry, and engage regulators and third parties on key issues.
- The AE also will assist in other management activities related to the clients, as directed.
- Experience with state and federal regulations and the regulatory process is beneficial.

What will you do?

- Manage food science and nutrition-focused working groups for multiple association clients.
  - Will develop action plans, manage tasks, address specific industry issues, and work with internal teams and client members.
  - Schedule and lead regular client meetings/calls, including preparing agendas and meeting materials, drafting minutes, and conducting necessary follow up with a consistent process.
- Monitor and develop responses to relevant food science, nutrition, and regulatory policy proposals.
  - Communicate frequently with clients and internal team, and meet deadlines.
  - Review and summarize scientific reports and articles, on food science, food processing and nutrition issues.
  - Make recommendations for action and assist with crisis management (e.g., working with the communications team on position statements, critiques, review articles, press releases, social media content).
• Develop and maintain strong relationships with clients, food industry and health professionals and other stakeholders.
• Liaison with the Executive Committee and Board of Directors, as needed.
• Identify new member benefits, emerging trends and actions to positively grow the association membership.
• Other duties as assigned.

Am I qualified?

• **Degree in a discipline related to science (e.g., food science, nutrition)** or related field and 3-5 years’ experience is desired. Master’s degree a plus.
• **Food industry experience**, and an understanding of the federal legislative and regulatory process a plus.
• Business and management experience desired
• **Excellent communicator and project manager with the ability to problem solve.**
• Strong analytical and organizational skills with consistent attention to detail and deadlines.
• Proven consensus building and leadership skills.
• Positive team player; includes working with a broad range and levels of personnel and clients.
• Computer experience to include Microsoft Word, Excel, PowerPoint, with “Can Do” approach to diverse software packages.

What do we offer?

Kellen is a global association management company offering a professional and collegial work environment and great benefits, and an atmosphere where teamwork abounds and your efforts are truly appreciated. We offer generous benefits including medical, dental, vision insurance, paid time off, holidays, a 401(k), and tuition reimbursement. This is a great opportunity for the right candidate, seeking to make his or her mark in a growing division of a well-established company.