

POSITION DESCRIPTION

EXECUTIVE DIRECTOR VIRGINIA AGRIBUSINESS COUNCIL (VAC) RICHMOND, VIRGINIA

THE ORGANIZATION:

Agribusiness is Virginia's largest industry with 1.6% of the population feeding the entire population. For additional information visit the website at: www.va-agribusiness.org

PURPOSE OF

THE POSITION:

Reporting to the Chair of the Board, the Executive Director provides the leadership and overall direction of the VAC. He/she is responsible for the management of all technical, financial and personnel measures along with operational and administrative management, fund raising/resource development and strategic planning.

He/she will serve as the primary contact for the membership responsible for developing relationships and raising support for the association.

SCOPE OF RESPONSIBILITY

The Executive Director manages a staff of one: Director of Member Services & Events.

The Executive Director will also oversee the activities of external consultants which includes a lobbyist, HR, and accounting services.

KEY RESPONSIBILITIES:

Leadership - Serves as a member of the Board of Directors and is the liaison between the Board of Directors and staff.

Provides oversight and management of the organization's resources (human, material, financial) in accordance with the organization's mission, values and consistent with Board policy.

Identifies key issues, and formulates plans by developing new ways of thinking.

Demonstrates a sense of priority in defining, undertaking and completing projects; assuming responsibility and taking initiative.

Executes, in the name of VAC, contracts, documents and other instruments authorized by VAC's Board of Directors.

Management/Supervision

The Executive Director organizes staff to achieve strategic and tactical goals of the VAC, recruits, retains and manages staff to maintain a high level of engagement, enthusiasm, productivity, and integrity within their daily workflow.

Fosters a smoothly functioning, efficient organization that advances its mission and strategic goals, adapts to meet new opportunities and changes in the external context, integrates solutions, anticipates problems, effectively resolves disruptions, self evaluates, and continuously monitors the improvement of internal systems.

Enhances an environment in which staff members experience commitment, trust, excellence, respect, collegiality, and opportunities for professional development.

Strategic Planning

Leads and develops the strategic planning process, guiding the VAC to the next level of growth and performance. Creates an effective process for long-range strategic planning.

Board Relations

Be accountable to the Board of Directors for the efficient and effective leadership and operation of VAC. The Executive Director provides appropriate and timely information to the Board sufficient to make informed and effective decisions. Assists the Board Chair and respective Executive Committee in guiding the Board and VAC.

Responsible for guiding the process for the recruitment and identification of new Board Members.

Membership Development, Retention and Growth

Expands VAC's membership through planned and focused recruitment efforts.

Communicates to members on major issues and overall VAC happenings. Establishes, maintains and enhances relationships with VAC's members and member organizations.

Recognizes member's needs and develops responsive services.

External Relations

Works to expand VAC's political and policy effectiveness. The Executive

Director scans the political and public policy environment; provides direction to VAC members, committees, and the Board of Directors; regarding the political and policy community in Virginia and nationally.

Plays a significant external role for VAC interacting with state and national governing bodies including but not limited to the Governor's Office and the Legislature

Seeks support for the VAC's position on legislative and/or regulatory issues from legislature, government officials, and other constituencies.

Builds alliances and partnerships for impact and growth working proactively with other Virginia agribusiness organizations to advance the strength and growth of VAC.

Cultivates relationships with outside individuals and organizations important to the association's government relations efforts.

Directs responses to pending state legislation/regulations in conjunction with business allies, contract lobbyists, and/or other constituent groups.

Represents the VAC at various functions, and when required, makes speeches and presentations.

PERSONAL
QUALIFICATIONS:

A demonstrated leader with an entrepreneurial spirit, the Executive Director should be a proven administrator with the ability to motivate, inspire and instill confidence in others. He/she should possess a customer service orientation combined with a business acumen.

Candidates should have excellent strategic thinking and management skills; the capacity to reconcile competing priorities; and the ability to manage ambiguity, conflict and uncertainty.

Proven ability to provide creative strategies in establishing priorities needed to achieve the goals and objectives of the association.

Be a hands-on executive with enthusiastic and positive attributes and a creative pragmatist.

The successful candidate must bring "value-added" performance and be someone who can make a difference.

Candidates must have the commitment to make purpose driven decisions demonstrating diplomatic skills and a proven ability to interact with all leadership styles.

The Executive Director should be a thought leader with a track record of integrating cutting edge programs and ideas.

He/She should be charismatic and creative; a catalyst with a vision who can create excitement and energy around VAC's mission and encourage others to support the organization.

A senior leader, the Executive Director should be comfortable working with a broad range of individuals and personalities to build strong working relationships.

The selected candidate should be an energetic self-starter, flexible and able to prioritize multiple tasks.

**PROFESSIONAL
QUALIFICATIONS:**

Demonstrated ability to effectively manage an organization of similar size and complexity; including experience supervising staff and working with a Board of Directors.

Agriculture experience preferred

Demonstrated financial acumen to manage cash flow, profit/loss statement reporting, and sign off on internal controls for balance sheet presentation.

Demonstrated success in generating revenues and finding new revenue streams for an organization.

Demonstrated management skills: specifically, a track record of success as a thoughtful, effective, team-oriented leader and manager of people with a demonstrated ability to develop and motivate staff.

A proven decision maker with the ability to set priorities, manage, and implement them.

Demonstrated success as an effective communicator; skilled in strategic and operational writing and public speaking.

EDUCATION:

Bachelor's degree or higher, and, at least five years of experience. Post-graduate education preferred.

COMPENSATION:

Competitive Base Salary and Benefits Package