

STATE AGRICULTURE AND RURAL LEADERS

POSITION TITLE: Executive Director

REPORTS TO: Board of Directors



PART TIME, 100% VIRTUAL, SOME TRAVEL IS EXPECTED

POSITION PURPOSE

This position is responsible for managing the State Agriculture and Rural Leaders (SARL) which is dedicated to promoting and fostering educational opportunities, cooperation and leadership among state and provincial legislative leaders that are passionate about agriculture and rural communities. The organization is recognized as a 501 c(3) by the IRS. SARL represents elected officials across both the United States and Canada.

The Executive Director serves as a liaison between its members and entities interested in the viability of rural communities and the profitability of agriculture, and provides the leadership and develops the tactics needed to carry out the mission of the organization.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To be successful in this role, an individual must be able to perform, in an exemplary manner, the functions listed below.

- Demonstrated ability in strategic and innovative thought process and proven ability to execute a vision.
- Demonstrated ability to provide day to day management over all aspects of SARL's operations, financial and legal affairs in accordance with policies, goals and objectives established by the Board.
- Experience and familiarity with agriculture and rural communities, and ability to relate to legislators on the issues impacting them.
- Provide leadership for the effective functioning of the Board and its committees and establishing and maintaining a positive working relationship with the Board.
- Proven ability to maintain and strengthen relationships with elected officials and private industry.
- Experience in building relationships with donors, companies and grant-makers and managing a comprehensive fundraising campaign resulting in a sustainable, diversified revenue stream.
- Responsibility for managing all pre-planning and onsite logistics for live and virtual meetings. This would include site selection, agenda planning, speaker communication, publication development, registration and contract management.
- Proven ability in budget and financial record maintenance and knowledge of federal and state requirements for non-profits as well as records for ethics reports for legislators.

OTHER FUNCTIONS

As directed by the Board of Directors. This description is intended to describe the general content of and requirements for the successful performance of this position. It is not intended to be construed as an exhaustive statement of duties, responsibilities or requirements.

EDUCATION AND/OR EXPERIENCE

To perform this job successfully, an individual should have the following equivalent education and/or experience.

Bachelor's degree or higher and substantial experience in an association or organization or in a field closely related to agriculture. A diversified farm background is a plus.

Ten or more years' experience and working knowledge directly related to the duties and responsibilities.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skills and/or abilities to perform each essential duty satisfactorily.

- Knowledge of and passion for, agriculture and rural communities.
- Understanding of the challenges faced by agriculture and rural communities.
- Understanding of/experience with state/provincial legislatures.
- Strong verbal and written communication skills.
- Proven ability at consensus building.
- Adaptability to changing priorities.
- Strong project management skills and ability to effectively manage multiple projects.
- Ability to display good judgement and diplomacy in dealing with diverse audiences.
- Creative, energetic with high ethical standards.
- Advanced computer skills.
- Proven fund raising and grant writing abilities.
- Proven capability at fostering collaboration.

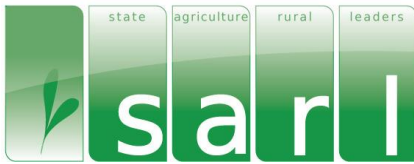
For more information or to apply, submit a cover letter and resume by May 22, 2019 to the President

Steve Kulik

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Timeline for selecting a new Executive Director for State Agriculture and Rural Leaders.

Monday, April 10	Circulate Job Description and post.
Monday, May 13	Applications due to President Steve Kulik. Kulik will provide questions for written answers to qualified candidates. Responses will be due by May 20.
Wednesday, May 22	Completed applications provided to Search Subcommittee.
May 29-June 4	Telephone interviews by Subcommittee and interested board members.
Monday June 10	Paperwork for final candidates provided to entire board, interested members for review.
Friday, June 21	Selection of Final (3 or less) candidates for interview.
Tuesday, July 17	In person interview of final candidates in Calgary, selection.
Thursday, August 1	Successful candidate assumes Executive Director position.
August	Dr. Orr completes financials for the 2019 Summit and turns all materials over to new Executive Director.