

MABA / MGEA WHO WE ARE

The mission of the Montana Agricultural Business Association and the Montana Grain Elevator Association is to provide proactive leadership to assure the viability of Montana agribusiness by:

- supporting economically sound and environmentally responsible legislation and regulation;
- providing information and education which meets members needs;
- providing the opportunity for members to network with other members;
- continually assessing the impacts of new technology affecting agribusiness;
- communicating with the university system, state agencies and other groups to advance a positive agriculture and business climate;
- being responsible to the public and providing the public with accurate information about agribusiness.

Position Title: Executive Director

Reports To: MABA/MGEA Board of Directors

Summary

Under the direction of the Board of Directors, the executive director is responsible for overall management and operation of both Associations (MABA/MGEA) and protection of the organizations' financial assets while ensuring compliance with board directives and applicable federal and state requirements. The Executive Director reports to each Board of Directors, and is responsible for each organization's consistent achievement of its mission and financial objectives.

Essential Duties and Responsibilities

The Executive Director will:

Be responsible for developing and maintaining sound financial practices. Work with each board in preparing a budget; see that the organizations operate within budget guidelines. Ensure that adequate funds are available to permit the organization to carry out its work. Maintain effective systems of internal controls to account for all receipts and expenditures of funds.

Manage all aspects of the annual Joint Convention, Trade Show and Pesticide Recertification Workshop. Promote increased regular membership, sustaining membership and broad participation by members in all areas of the organization's work.

Establish sound working relationships and cooperative arrangements with community, industry groups, and organizations such as the MGGGA, Montana State University, BIO, NAWG, CLA, BNSF, TFI, etc... in regard to matters affecting the associations'.

Assist in the development of current and long-term organizational goals and objectives. Plans and implements policies to achieve goals set by the Board of Directors. Recognizes and brings to the attention of the board issues that affect the organization.

Maintain official records and documents, and ensure compliance with federal, state and local regulations.

Understand the technical aspects of managing a nonprofit organization. Understand the duties and responsibilities of the position and keeps job knowledge up-to-date. Maintain a working knowledge of significant developments and trends in the field.

Coordinate all lobbying efforts on behalf of the organizations. Communicate legislative information to general membership and organize testimony in opposition or support respectively. Maintain a current understanding of all legislation, state and federal, which can affect membership.

Communicate effectively with multiple audiences using a variety of formats. Examples include: written communications that clearly outline the situation and action items; verbal presentations and briefings to the board of directors and other parties; presenting at local meetings and to outside groups regarding a variety of issues affecting the associations'.

Seek increased responsibility while remaining conscientious, thorough, accurate, and reliable with respect to achieving the organizations' goals. This includes being available and responsive to issues and concerns as they arise.

The executive director must be able to travel to attend conferences, training, board meetings, and other events as required while acquiring and maintaining proficiency in fulfilling the responsibilities of the position. Expected travel time could be up to 20%.

The executive director must possess above skills, knowledge and qualities which results from formal education and at least three years experience in business, non-profit operational, financial management, lobbying efforts, and agriculture related areas. The position requires extensive computer use and knowledge of widely adapted software. Prior experience in the Agriculture industry while not required is deemed advantageous.

Salary is competitive and commensurate with experience.

Posting date: December 4th

Posting closes on: January 8th

Please send a cover letter and resume to ;

Ryan Holt
MABA / MGEA
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