# Montana Agricultural Business Association

PO Box 4622, Helena, MT 59604 406-461-8500 agbusinessmt@Gmail.com

**Job Title:** Executive Director
**Classification:** Full-Time, Contract, Open Until Filled
**Reporting Relationship:** Montana Agricultural Business Association (MABA) Board of Directors
**Primary Accountabilities:** The Executive Director of the Montana Agricultural Business Association is the executive officer responsible for coordinating, directing, and managing the business affairs of the organization in accordance with the policies and programs set forth by the Board of Directors.
**Duties, Responsibilities, and Authority:**

1. **Residence Requirement:** Must reside in Montana.
2. **Spokesperson and Lobbyist:** Serves as the primary spokesperson and chief lobbyist for the association in both state and federal legislative matters.
3. **Board Liaison:** Keeps the Board of directors, Executive Committee, and officers fully informed on the conditions and operations of the Association, attending all meetings of the Board of Directors.
4. **Policy Development:** Plans, formulates, and recommends basic policies and programs to further the objectives of the Association, with the approval of the Board of directors.
5. **Administrative Planning:** Develops plans, policies, procedures, and programs to implement the general policies established by the Board of Directors.
6. **Program Coordination:** Directs and coordinates all approved programs, projects, and major activities of the organization.
7. **Staff/Contractor Management:** Recruits, hires, trains, and motivates staff and/or contractors.
8. **Performance Management:** Defines staff/contractor duties, establishes performance standards, conducts performance reviews, and maintains a competitive salary structure.
9. **Committee Support:** Provides necessary liaison and staff support to committee chairmen and committees.
10. **Contract Execution:** Executes authorized contracts and commitments.
11. **Relationship Building:** Coordinates and maintains effective relationships with other organizations and agencies to promote the interests of the Association.
12. **Financial Management:** Develops, recommends, and operates within an annual budget, ensuring appropriate safeguarding and administration of funds and assets.
13. **Professional Development:** Develops programs to advance professionalism and training of members and the industry.
14. **Membership Programs:** Assists with formulating membership promotion and retention programs.

15. **Event Coordination:** Coordinates the planning of annual meetings and conventions.
16. **Secretarial Duties:** Maintains official minutes of meetings and provides security for documents and membership lists.
17. **Communication:** Responsible for all communications to the general membership and external stakeholders.
18. **Program Administration:** Administers the Montana AgTech Innovation and Investment Summit and the MABA Nutrient Management Program.
19. **General Responsibilities:** Carries out other responsibilities delegated by the Board of Directors.

**Relationships:**

1. Responsible to the Executive Committee for administration and fulfillment of all functions.
2. Maintains personal contacts with membership and other organizations.
3. Establishes relationships in the best interests of the Association.
4. Establishes relationships as specified by the Board of Directors.

**Skills and Experience Required:**

- Bachelor's degree in business or agriculture-related field.
- 5+ years in agriculture industry or management experience.
- Valid driver's license.
- Computer proficiency in Microsoft Office Software, TEAMS, and DropBox.
- Excellent written, oral, and interpersonal skills.
- Sound judgment, decision-making abilities, and problem-solving skills.
- Excellent time management and organizational skills.
- Ability to work under pressure while maintaining confidentiality.
- Tact and discretion in handling matters.

**Performance Measures:** Performance will be evaluated based on the satisfaction of the MABA Board of Directors and membership.
**Working Conditions:** Typical office environment with occasional travel as required.
**Physical Demands:** Occasional lifting, bending, and prolonged computer use.
**Compensation:** Compensation determined by the MABA Board of Directors.
**Additional Duties:** Additional responsibilities may be added to the job description at any time.

Salary commensurate with experience. Position will remain open until filled.
Please submit a letter of interest and resume to agbusinessmt@gmail.com to be considered.