



EXECUTIVE DIRECTOR

SUMMARY

Serving with oversight from the Ohio Beef Council Operating Committee, and Ohio Cattlemen's Association Board of Directors, the Executive Director represents the Ohio Beef Council and the Ohio Cattlemen's Association in all aspects involving the beef industry; communicates and supports Operating Committee, and Board of Directors and partner organizations; coordinates and oversees staff; serves as point of contact for issues management, marketing, education and beef promotions.

ESSENTIAL FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the functions which the employee may be expected to perform.

Strategic Staff Management and Organizational Leadership

- Administers staff procedures for employees as outlined in the Ohio Beef Council and Ohio Cattlemen's Association Employee Handbook.
- Directs the advertising, screening and hiring of candidates for Ohio Beef Council and Ohio Cattlemen's Association employee openings and employs according to salary parameters set by the personnel committee.
- Monitors all professional staff schedules and administers compensatory time necessary for recovery to full employment potential.
- Oversees the annual performance appraisals, training, professional growth, and professional affiliation of all staff, in consultation with the finance committee.
- Provides a strong leadership and management climate throughout the association and delegates responsibility and appropriate authority to employees.
- Handles the administration of the wage, salary, and benefit programs for all employees with board approval.
- Has authority to develop a staff structure to best achieve the mission of the association.
- Positions directly supervised: Director of Accounting & Operations, Manager of Member Services, Manager of Nutrition Education Programs, Manager of Consumer Programs & Digital Marketing, Office & Project Manager, Manager of Communications & Managing Editor, Manager of Youth Education & Development Programs.
- Positions indirectly supervised: Interns.

Communications

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- Communicates with appropriate individuals, committees, organizations and media to promote the beef industry, and serve as the key staff spokesperson for Ohio's beef industry.
- Serves as a spokesperson for the association on industry matters.

Relationships

- Maintains frequent and thorough communication with the Operating Committee and Board of Directors and committee leadership.
- Plan, direct and coordinate all contractual activities between the Ohio Beef Council, Ohio Cattlemen's Association and other organizations.
- Establishes relationships with important stakeholders and keeps abreast of their input and concerns while providing them with vision and critical information needed to implement programs and policies.

Planning/Operations/Administration

- Plans, direct and coordinate compliance guidelines to ensure the collection of beef checkoff funds as outlined by the Beef Promotion and Research Act of 1985 and Ohio Revised Code Chapter 924 Agricultural Commodity Marketing Programs.
- Prepares records, reports and other related documents as required and requested by the Ohio Beef Council Operating Committee and the Ohio Cattlemen's Association Board of Directors.
- Performs various tasks to assure the efficient operation of the Ohio Beef Council and the Ohio Cattlemen's Association.
- Oversees development and distribution of the Ohio Beef Council annual report.
- Develops internal operating policies and procedures as needed.
- Works with HR consulting firm, completes insurance review, reviews and approves expenditures, signs checks, signs timesheets, and approves PTO requests.
- Develops budget and marketing plan with assistance from staff.
- Coordinates and collaborates with other state beef council executives for best management practices.
- Provides general oversight on all activities—collection, accounting, program activities, contracts for services.

Programs and Meetings

- Plans meetings for boards, executive committees, committees, members and other groups whose goals align with those of the beef industry.
- Attends National Cattlemen's Beef Association meetings and interacts with other state and national staff to coordinate related programs.
- Represents the state's beef industry at meetings involving beef related industry issues, programs and events.
- Speaks at Ohio Cattlemen's Association, county cattlemen's association, and industry partner events and programs to provide association and issue updates.

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- Represents beef industry on coalitions and groups as well as general PR including radio, TV and podcast interviews.
- Issues Management – coordinates staff and responds to media questions related to beef, food safety, nutrition, industry news.
- Coordinates efforts for production and dissemination of supply chain information.
- Assists with consumer promotion activities as needed.
- Assists in communicating checkoff programs to Ohio producers.
- Oversees research initiatives, committees and awarded grants working with a research consultant for implementation.
- Other job duties as assigned.
- Position requires local and regional travel, including overnights for events during the week and weekends; up to 30% travel.

Financial Management

- Prepares annual budgets in conjunction with the two separate finance committees and monitor expenditures to ensure expenses do not exceed income for both the Ohio Beef Council and the Ohio Cattlemen's Association.
- Disburses Ohio Beef Council funds or Ohio Cattlemen's Association funds through their separate and respective checking accounts on their signature. (In the absence of the Executive Director, the Ohio Beef Council treasurer or Ohio Cattlemen's Association treasurer respectively shall be the authorized signature for disbursement.)
- Protects the financial assets and fiscal integrity of the Ohio Beef Council and the Ohio Cattlemen's Association while expanding the revenue base and controlling expenses.
- Assures that all approved contractual agreements between the Ohio Beef Council and the Ohio Cattlemen's Association and outside persons or agencies are legally and financially sound and that satisfactory performance of the services specified is achieved.

MINIMUM QUALIFICATIONS

- **EDUCATION** – Bachelor's degree in Agriculture, Business, Management, or a related field. Advanced degree and experience at an executive level in a commodity group may be beneficial, but not required.
- **EXPERIENCE** – Minimum 5 years' experience in a management or supervisory role. Agricultural, livestock, or beef industry background is strongly preferred. Proven experience in government affairs, public policy, advocacy, or regulatory engagement, with the ability to effectively represent organizational interests and build relationships with elected officials, agencies, and industry stakeholders. Experience leading a membership organization, trade group, or other similar organization is preferred. Non-profit management is an asset. Experience in marketing is preferred. Experience in donor/sponsor development is a plus. Demonstrated success in working as a member of a team and developing effective working relationships with staff, Board members and external partner organizations. Strategic planning, budget development,

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personnel and financial management experience is essential. Must be well versed in modern office technology systems such as web-based software and its functional use.

- **SKILLS-** Excellent interpersonal skills with a customer service approach and the ability to work effectively with a diverse group of stakeholders. An enthusiastic self-starter with a results-oriented mentality. Ability to envision and articulate new opportunities. An experienced and persuasive spokesperson with strong verbal and written communications skills. Leadership and management skills with the ability to develop, lead and motivate a positive and committed team. Must possess high integrity, ethics and values. Excellent analytical, organizational and time management skills. Ability to work independently, unsupervised and make decisions and solve problems effectively and creatively. Extensive computer abilities including proficiency in Microsoft Office, Adobe Acrobat and ability to work with nonprofit databases, website content, social media, email, and internet. Excellent verbal and written communication skills. Must have a passion for the beef industry.

HOW TO APPLY

Interested candidates should submit a cover letter, resume, and salary expectations to tcx@beef.org.

Employment: Full-time

FLSA Status: Exempt

Experience: Senior Level

Location: Marysville, OH

Compensation: The expected salary range for this position is \$120,000-\$150,000, plus a comprehensive benefits package, with final compensation based on experience and qualifications.

The Ohio Beef Council and the Ohio Cattlemen's Association are Equal Opportunity Employers. Employment decisions are made without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, veteran status, genetic information, or any other status protected by applicable federal, state, or local law.

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