



WUSATA Deputy Director

Program Description:

Western United States Agricultural Trade Association (WUSATA) is a non-profit organization that provides marketing services to help western United States agribusinesses develop and expand their export sales. Members of WUSATA include the Departments of Agriculture from the 13 western states of Alaska, California, Wyoming, Washington, Oregon, Idaho, Montana, Hawaii, Arizona, Colorado, Utah, Nevada, and New Mexico.

Purpose of Position:

The Deputy Director is responsible for overseeing and optimizing WUSATA's day-to-day operations. Under the direction of the Executive Director, this position provides exemplary leadership and guidance to team members on issues related to WUSATA strategy, implementation, management, evaluation, and compliance. The Deputy Director is responsible for providing recommendations to improve the performance of the organization. This position reports to the Executive Director and acts on behalf of the Executive Director in their absence. The Deputy Director maintains a professional, positive work atmosphere for WUSATA's members, clients, co-workers, and supervisors.

Description of Duties:

Leadership and Management

- Accountable for the success of all direct reporting team members:
 - Defines job responsibilities and expectations
 - Provides training and feedback through regular one-on-one and team meetings
 - Conducts performance appraisals on a regular basis
 - Ensures compliance to all WUSATA policies and procedures
 - Leads efforts to optimize team member performance, drives employee performance improvement plans when necessary and recommends alternatives when employee fails to improve
 - Provides hiring recommendation to Executive Director to fill vacant positions
- Manages hiring and onboarding of new WUSATA team members.

Strategic Program Management Support

- Develops and implements clear, accessible WUSATA guidelines, policies, and procedures for internal WUSATA team members and WUSATA member states.

- Prepares reports on allocation and utilization of MAP funds under both the FundMatch and Global Connect programs.
- Makes recommendations to strategically improve WUSATA's performance under MAP and ATP programs with reporting tools.
- Identifies ways to improve the performance of programs including through recruitment and re-engagement efforts.
- Tracks and communicates all Foreign Agricultural Service (FAS) program requirements and requests to relevant WUSATA stakeholders.
- Facilitates Unified Export Strategy (UES) submission and responds to special requests.
- Ensures proper safekeeping, accounting, and reporting of all financial activity and other assets by team members.
- Advises and communicates (where appropriate) with outside entities on issues related to the export of U.S. high-value agricultural products from the Western U.S.
- Cooperates fully with other entities on projects with common goals as appropriate such as member states, other SRTG's, other cooperators, and FAS.

Operations

- Directs and implements operational activities in the organization, ensuring cost-effective, efficient systems, policies, and procedures to meet current and future needs of the organization.
- Assists external firms with audit and review procedures as required by the Board of Directors, FAS, and other entities, including the annual FAS Compliance Review.
- Assists Executive Director with development of annual operating budget, while assuring the budget is being met through a monthly review of financial reports.
- Maintains the integrity of WUSATA and does not reflect negatively on any of its members or their designated representatives.
- Manages Human Resources (HR) function and liaises with selected 3rd party HR consulting firm.
- Develops and implements guidelines for employee performance evaluations, recruitment, promotion, and discipline.
- Oversees benefit plans, continuing education, and training.
- Liaises with insurance and benefits providers on behalf of WUSATA and WUSATA team members.
- Acts as first point of contact for WUSATA team members with questions regarding payroll or other HR-type issues or situations.
- Manages vendor contracts including but not limited to third party human resources, information technology, software, and website development vendors.
- Performs other duties important to WUSATA staff, member states, or companies, under the direction of the Executive Director.

Supervisory Duties:

Responsible for the supervision of four direct reports including three manager level team members overseeing WUSATA's Fund Match, Global Connect and Outreach and Communication Teams, and the Office Coordinator.

Minimum Qualifications:

Bachelor's degree in business administration or management, association management, international marketing or a related field and seven years of professional related experience or equivalent. Advanced degree preferred.

Required Knowledge, Skills, and Abilities:

- Excellent leadership skills with at least three years of supervisory experience required.
- Experience in business management including understanding of personnel and human resources policies, financial practices, and organizational management.
- Non-profit management and administration of government grant funding is highly desired.
- Knowledge or experience in any or all of the following areas is desired: international marketing or international trade, private sector business, high-value agriculture, and knowledge of international market development strategies.
- Ability to analyze, interpret and apply market research to a coordinated marketing strategy.
- Proven project management experience with ability to organize seminars and meetings.
- Strong organizational and time management skills.
- Excellent verbal and written communications skills with the ability to communicate effectively in a variety of public speaking situations.
- Excellent problem-solving and critical thinking skills.
- Ability to lead change in an organization.
- Proficient in Microsoft Office Suite and related software.
- Maintains a positive work atmosphere by behaving and communicating in a professional manner and gets along with members, clients, co-workers, and supervisors.

Discretion and accountability:

This position is afforded wide professional latitude. The Deputy Director is expected to develop goals and objectives to meet the broader goals of the organization. This position is responsible for accomplishing these goals in an effective and efficient manner and set the targets and metrics for program management and where a project should be at a specific time. This position reports to the Executive Director.

Salary and Benefits:

Competitive benefits package. Salary, based on experience

Working Conditions:

The Deputy Director is a full-time position based in Vancouver, WA at the WUSATA headquarters. This position offers flexibility with remote days. As the organization modernizes processes and procedures, this flexibility is expected to increase. This position requires approximately 10% travel.

WUSATA is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.