

U. S. Dry Bean Council Job Description

Job Title: Executive Director

Reports to: USDBC Board of Directors

Overview

Under the direction of the United States Dry Bean Council Executive Committee and USDBC Board of Directors, the Executive Director provides leadership for all association staff and programs. The Executive Director is responsible for the organizational structure, hiring and training of staff, financial integrity of the organization, developing programs to meet the USDBC goals and communicating the progress of all goals and objectives to the Board of Directors and member organizations.

Essential Duties and Responsibilities

- Organization
 - o Responsible for organization structure and all recruitment, hiring, training and evaluation of staff, while complying with all federal, state and local employment statutes.
 - o Align organizational resources to support the mission and goals of the USDBC.
 - o Assist the Board of Directors in developing a strategic plan and oversee implementation of the plan.
 - o Serve as U.S. Dry Bean Council representative & spokesperson. Responsible for all communications of the Council, including liaising with the Government and other public & private institutions, the press and public-at-large.

- Board Governance
 - o Recommend actions to the USDBC Executive Committee that will achieve the objectives of the Board of Directors.
 - o Maintain and develop the interface between the Board and USDBC staff.
 - o Prepare and present operating and financial plans to the Board for review and approval.
 - o Coordinate and provide administrative support for all USDBC meetings of the Executive Committee, Board of Directors and Committees
 - o Implement Board policies and directives.
 - o Responsible for reporting the affairs and activities of the Council monthly to the Board of Directors.

- Program Management
 - o Regularly review program goals and objectives with Executive Committee and related committees to ensure board objectives are prioritized.
 - o Oversee all USDA program contracts (MAP, FMD, QSP, EMP) insuring consistency and accuracy in satisfying goals and objectives, fiscal responsibility, program outcomes, and reporting.
 - o Assist and routinely evaluate all program cooperators in their progress towards goals and objectives on behalf of the USDBC.
 - o Maintain a database of dry bean exports for all major classes.
 - o Prepare and submit all required contracting, fraud prevention, and SF forms as required by MAP, FMD, EMP, GBI, and RAPP programs.

- Operations Management
 - o Develop and/or oversee the development of all legal documents necessary for operation of USDDBC.
 - o Identify and recommend risk and fraud management strategies, including their redress through
 - Association property-casualty liability insurance, addressing both domestic and international perils
 - Internal policies and procedures
 - o Implement the policies and procedures of the USDDBC.
 - o Perform other duties as defined, modified, and delegated by the Executive Committee and/or Board of Directors.

- Financial Management
 - o Supervision of the systems and reports relating to accounting and financial practices and reporting, including internal- and/or other- audits
 - o Review and oversight of all USDDBC revenues collections and expenditures, including monthly reporting to the Executive Committee.
 - o Preparation and submission of grants and contract proposals in support of the USDDBC Mission and Objectives.
 - o Oversee financial and compliance staff to ensure all expenditures and documentation is compliant with FAS grant rules and regulations.
 - o Serve as lead on both compliance and financial audits and direct the compliance and finance staff to produce and prepare required documentation.

- Communications
 - o Develop and maintain an effective website and printed marketing materials to carry out the objectives of the organization.
 - o Act as liaison among and between Members and Staff, the Executive Committee and Members, and between the former and external constituencies
 - o Coordinate Convention/Events/Board Meeting efforts administratively
 - o Develop and maintain all social media messaging including Facebook, Instagram and LinkedIn.

Education/Experience:

- Bachelor's degree with potential emphasis on administrative and management experience with agricultural organizations.

Additional Experience in related fields considered:

- Working knowledge of agriculture and agriculture-related businesses.
- A working knowledge of the U.S. and multilateral international aid programs and development agencies.
- Working knowledge of global supply chain: transportation, storage, processing, distribution, logistical systems, and constraints.
- Experience working in government and/or international relations

Other Requirements:

- Must live within the USA
- Ability to travel domestically and internationally 30% and work weekends as needed.

Salary Range: \$100,000-135,000 (compensation based on experience)

The above job description may include most, but not all duties that fall under the position. It is not intended to contain all responsibilities, education or skills. From time to time, this job description will change, and the holder of the position will be asked to perform tasks outside their area of responsibility.

The U.S. Dry Bean Council prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. USDBC is an Equal Opportunity Employer and Contractor. Please note that this is an award of Federal financial assistance and is subject to the following administrative requirements and cost principles:

- i 2 CFR 200 - Uniform Administrative Requirements, Cost Principles, And Audit Requirements For Federal Awards: : <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>
- ii Grants And Cooperative Agreements - National Policy General Terms And Conditions, Found Here: <https://www.fas.usda.gov/grants-and-cooperative-agreements-national-policy-general-terms-and-conditions>
- iii GRANTS AND COOPERATIVE AGREEMENTS - ADMINISTRATIVE GENERAL TERMS AND CONDITIONS, found here: <https://www.fas.usda.gov/grants-and-cooperative-agreements-administrative-general-terms-and-conditions>
- iv 7 CFR 1485- Market Access Program (NOTE: #iv will change depending on the program being implemented.) <https://www.ecfr.gov/current/title-7/subtitle-B/chapter-XIV/subchapter-C/part-1485>

Please send applications of interest with cover letter and CV to Courtney Schuler, Board President at: president@usdrybeans.com