

JOB TITLE: EXECUTIVE DIRECTOR
STATUS: FULL TIME
DEPARTMENT: EXECUTIVE
REPORTS TO: BOARD OF DIRECTORS
SALARY RANGE: \$70,000.00 to \$110,000.00 DEPENDING ON EXPERIENCE

Reporting to the Board of Directors, the Executive Director (ED) is responsible for implementing policies established by the Board of Directors, establishing and executing major goals and objectives for the American Boer Goat Association (Association) and has overall day to day operational responsibility for the Association. The Executive Director represents the Association to the members, community, donors, vendors, funders, supporters, and the general public.

Duties and Responsibilities

General

- Directly manages all aspects of the daily operations of the American Boer Goat Association including, but not limited to, it's staff, facilities, and members.
- Answers to the Association's Board of Directors through the President
- Make necessary arrangements for all Association Board and committee meetings
- Be responsible for vendor coordination and banking relationships
- Acts as the spokesperson for the Association
- Executes Association board-approved policies
- Directs and oversees short and long term strategic plans
- Attends Board/Executive committee meetings and provides support to the Association's Board of Directors
- Maintains effective and cost efficient programs
- Develops and implements operational plans, policies, and goals that further the mission of the Association
- Maintain all records as required by the governing laws of the State of Texas and the Association bylaws. Specifically, those pertaining to nonprofit, agricultural entities
- Maintains a working knowledge of developments and trends in the field
- Sees that the board is kept fully informed regarding the Association and other related entities

- Builds and maintains a culture which attracts, keeps, and motivates a diverse staff committed to the mission of the Association
- Manage and improve the IT infrastructure and systems to drive efficiency and effectiveness of member services

Financial

- Ensures accurate and complete financial and accounting records of the Association
- Ensures that financial goals are achieved and operating expenses are within budget
- Works with the board in the preparation of the annual budget
- Ensures that financials controls are met

Human Resources

- Hires, supervises and when necessary dismisses staff
- Leads, coaches and develops the Association's staff to create an exceptional team
- Ensures that staff job descriptions are current
- Conducts performance appraisals as required
- Formulates and implements corrective action as needed
- Ensure volunteers are engaged and recognized for their work

Fundraising

- Expands and maintains fundraising activities to support and grow existing programs
- Targets and develops grant proposals
- With the Board of Directors, manages fundraising campaigns and donor cultivation

Qualifications Required:

- Three to five years of experience managing the operations of a for profit business or nonprofit organization demonstrating a high level of competency and the ability to implement industry best practices in all aspects of management, accounting, human resources, finance, operations, IT resources, facilities, and legal functions including contract negotiations.
- Working knowledge of production and/or management of livestock
- Proficient in Microsoft platform and QuickBooks

Qualifications Preferred:

- Bachelor degree in a business related field from a four year college or university

- At least five years related experience and/or training or equivalent combination of education and experience
- At least two years of production and/or management of livestock

This position will report to the ABGA Office located in San Angelo Texas.

Email resume to President Troy Veal at tvanveal@yahoo.com and copy Vice-President Kenny Elwood at kennylwood@hotmail.com