

**Job Title:** Executive Director of the Western Organic Dairy Producers Alliance

**Date of Document:** 5-13-2013

**Summary Description:** The Executive Director is responsible for furthering the mission of WODPA by working with the Board of Director's and State Reps to manage and develop the organization.

**Reports to:** The Board of Directors

**Supervises:** All employees and contractors

**Budget:** Entire budget of WODPA

**Duties and Responsibilities**

Executive Director is responsible for furthering the mission of WODPA by working with the Board of Director's and State Reps to manage and develop the organization.

- Provide administrative support, advise and make recommendations to the Board and State Reps, in the development of a long-range strategy for WODPA to achieves its mission.
- Ensure that there is consistent and timely progress on achieving the long-range strategy developed by the Board and State Reps.
- Develop and implement an effective fundraising strategy to support and expand the Executive Director position and other staffing needs for the organization.
- Develop, recommend, initiate, and administer projects to promote the role of WODPA that are consistent with the long-range strategy developed by the Board and State Reps, in the field of organic dairy including the annual conference, WODPA Newsletter, and grant-funded projects to ensure meeting WODPA goals.
- Provide leadership and direction for the Annual Conference planning and execution.
- Oversee the production of the WODPA newsletter, provide newsletter content, and create an Executive Director column to update membership.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Be conversant in and maintain a working knowledge of current developments, issues, and trends that affect the breadth of the organic dairy industry, including consumers, farmers,

organic milk processors / cooperatives / buyers, the National Organic Program, non-governmental agencies involved in organic issues and others.

- Keep all Board members apprised of critical issues.
- Provide overall administration of the day to day affairs of WODPA.
- Anticipate, design and implement solutions to potential and actual problems with organizational development, and operating, program, and financial problems and issues.
- Staff and attend Board / State Rep meetings /conference calls and participate in and staff, as requested, Board committee work.
- Provide the Board with quarterly executive director reports /updates at the same time as quarterly financial reports.

**In budget and finance, the Executive Director will:**

- Be responsible for developing and maintaining sound financial practices including effective internal controls for the protection of organization assets.
- Work with the treasurer and the president in preparing a budget; see that the organization operates within budget guidelines, and recommend remedial action when situations require a change in the budget.
- Ensure all necessary tax filings are made in a timely fashion.
- Ensure that the short and long term working capital and financial management needs of the organization are available to permit WODPA to carry out its work. Oversee ongoing fundraising efforts. Write grants or hire other WODPA contractors to write grants on an ongoing basis.
- Oversee the annual independent financial review process
- Provide the Board with quarterly financial statements by the end of April, July, October, and January (the month following the close of each quarter). Facilitate Board review and analysis of financial information, proposing appropriate action when indicated.

**In communications, the Executive Director will:**

- See that the board is kept fully informed on the condition of the organization and all important factors influencing it.

- When writing news and media releases, every effort will be taken to involve relevant Board members in the drafting of the release. Whenever possible, WODPA officers will be directly involved in decision making around media releases and communications. The Board and State Reps will be copied on all news, media releases and responses to releases.
- Publicize the activities of the organization, its programs and goals. Ensure that WODPA and its mission, programs, products and services are consistently presented in a strong, positive image.
- Establish sound working relationships and cooperative arrangements with organic community groups, business, advocacy groups, political and other organizations.
- Represent and promote WODPA at meetings and various public forums; attend conferences and meetings; speak and give written testimony at public and government events.
- Maintain and appropriately expand WODPA's written communication products.
- Ensure that all communications, including email and phone conversations, reflect WODPA policies and the will of the Board.
- Serve as the spokesperson for WODPA by only expressing opinions/positions publicly which are either explicitly or implicitly those of the organization. Expression of personal views on organic dairy issues, other than to WODPA Board and state reps, is not permitted while under contract with WODPA.

**In relations contractors, the Executive Director will:**

- Be responsible for the recruitment, employment, and release of all contractors hired by WODPA.
- Ensure that job descriptions are developed for contractors, that regular performance evaluations are held, and that sound human resource practices are in place. Include the executive committee in oversight / evaluation of contractors.
- Seek to develop and maintain a climate / culture that attracts, keeps, and motivates top quality people.