



National Association of State Departments of Agriculture

POSITION DESCRIPTION

Date: September 14, 2017
Title: NASDA Foundation, Executive Director
Position Available: Immediately
Organizational Supervisor: NASDA CEO

Requirements for Application: A letter of interest, resume, and a list of three references to “NASDA Foundation, Executive Director” at careers@nasda.org.

DESCRIPTION

NASDA grows and enhances agriculture by forging partnerships and creating consensus to achieve sound policy outcomes between state departments of agriculture, the federal government, and stakeholders.

POSITION SUMMARY

The Executive Director reports directly to the NASDA CEO. S/he is primarily responsible for all administrative and operational functions of the foundation, overseeing resources for the NASDA Foundation long-term financial vitality, and successfully developing and implementing programs and policies that will advance agriculture by strengthening state departments of agriculture.

PRIMARY RESPONSIBILITIES

- Provide strategic leadership and establish and execute strategic goals and initiatives to catalyze innovation in food and agriculture led by state departments of agriculture
- Increase the foundation’s visibility and relevance with state and federal policymakers and make it a sought-after resource on agricultural research and education to benefit state departments of agriculture.
- Organize, facilitate, and lead the development and implementation of the foundation’s strategic plan and programs.
- Direct and supervise the foundation’s cooperative agreement partners and contractors.
- Cultivate private and public program support for foundation activities. Ensure that the interaction of these business activities and the foundation is appropriate programmatically, consistent with its strategic plan and aligned with relevant regulatory requirements.
- Spearhead ongoing efforts to enhance NASDA member participation, support, and loyalty to the foundation.

SKILLS, KNOWLEDGE AND ABILITIES REQUIRED

- Leadership experience in nonprofit organizations such as a foundation
- A track record of success in the management and oversight of a government agency, nonprofit sector, or cooperative agreement.

- A strategic thinker who understands the importance of a clear vision and focused mission with measurable outcomes.
- Ability to develop and implement a financial growth and business plan.
- Ability to recruit a significant and broad partner base and cadre of volunteers to support the foundation mission.
- Significant accomplishment, understanding, and experience in creating, conducting, or implementing agricultural policy, research and (or) education programs.
- Proven commitment to scientific integrity and innovation.
- Superior communication skills and a proven ability to make formal, persuasive presentations to groups and to deal effectively with people from various segments of the agriculture community, other organizations, and the Washington, DC policymaking establishment.
- Proven ability to successfully manage budgets and lead fiscal management.
- Demonstrated experience building, leading, and motivating diverse teams.
- A track record of success reporting to and working in partnership with a board of directors.
- Sound judgment and unquestionable integrity.
- Preference for leadership experience in a foundation associated with a trade association and an understanding of the applicable regulations.
- Preference for in-depth experience working with the state departments of agriculture and proven ability to elevate and enhance the collective capabilities of state departments of agriculture.

QUALIFICATIONS

- Minimum bachelor's degree in a food, agriculture or natural resources discipline or a related leadership discipline such as organizational strategy, communications or business administration.

TECHNICAL SKILLS

- Knowledge of MS Office Suite.

WORKING CONDITIONS AND/OR PHYSICAL REQUIREMENTS

- Attendance at meetings outside of the office and in the WDC area.
- Occasional travel required
- Physical ability to work on a computer at a desk for long periods.
- Physical ability to occasionally lift up to 25 pounds.

MANAGER/SUPERVISORY RESPONSIBILITIES

- While there will be no supervisory responsibilities at present, there is the potential for supervisory responsibilities with the growth of the foundation.

NASDA is an equal employment opportunity employer and does not discriminate against applicants or employees because of race, color, religion, national origin, sex, age, citizenship status, disability status of an otherwise qualified individual, membership or application for membership in a uniformed service, or membership in any other class protected by applicable law. Applicants who require reasonable accommodation to complete the application and/or interview process should notify careers@nasda.org.