

Chief Executive Officer Job Posting

Minnesota Beef Council Maple Plain, Minnesota

Company: The Minnesota Beef Council (MBC) was organized in 1969 to plan, implement and conduct programs of promotion, research, education designed to strengthen the beef industry's market position in Minnesota.

Job Description: The Chief Executive Officer (CEO) of the Minnesota Beef Council is responsible for coordination of all beef promotion, education and research activities in Minnesota, as well as, the oversight and administration of beef checkoff program.

Requirements and Qualifications: This position requires a bachelor's degree in agriculture, animal science, agricultural education, management or a related field. The ideal candidate will have excellent written and verbal communication skills. The candidate must have an entrepreneurial spirit, be comfortable being part of a small team, have a take charge attitude and be able to work independently, while leading a dynamic team of professionals. This person should be someone who has an understanding and appreciation for agriculture and the beef industry.

Compensation: Competitive salary, retirement fund, comprehensive benefits package.

Application Procedures: Resumes with cover letters accepted until May 18, 2020. Please include qualifications, background, education, references and salary requirements.

Schedule and Location: This position is a full-time 40-hour week position. Office hours are from 8:00 a.m. to 4:30 p.m. The Minnesota Beef Council office is located in Maple Plain, MN.

How to Apply: Applications may be submitted by email, mail or fax. Send cover letter and resume to:

Minnesota Beef Council
PO Box 39
5469 Hwy. 12
Maple Plain, MN 55359
763-479-1011 (phone)
763-479-1015 (fax)
Katie@mnbeef.org

CHIEF EXECUTIVE OFFICER

The Chief Executive Officer is the chief staff officer of the Council, reporting to the officers and the Board. As chief executive officer will assist the officers and directors in their duties, recommend and participate in the formation and implementation of Council's policies; employ and direct such staff as is appropriate and manage the Council in an efficient manner in accordance with the organizational policies, marketing plan and budget.

The Chief Executive Officer will be responsible for, but not necessarily limited to the following specific duties:

- With the officers and office staff, administer and monitor the beef checkoff system for Minnesota, including developing procedures for a program consistent with the Beef Promotion and Research Act and Order.
- Develop and execute strategic plans for programming, in coordination with the other staff and the board.
- Assist the Budget Committee in preparing the annual budget and making financial recommendations.
- Recommend program activities consistent with goals and priorities of the Council.
- Assist the Board Chair with development of meeting agendas and provide supporting materials for agenda items.
- Provide oversight of contracted staffing arrangements, particularly managing the execution of the Minnesota State Cattlemen's Association contract.
- Ensure minutes of meetings are properly recorded and circulated.
- Assist in development and implementation of Council policies and procedures.
- Assist in designing and implementing an industry feedback and awareness program on checkoff activities for Minnesota investors (cattle producers).
- With the staff, manage the finances of the Council including budget preparation and disbursements of funds as directed by the officers and directors of the Council.
- Provide management direction through effective leadership, supervision, and staff delegation.
- Keep Council members informed about industry issues and programs.
- Be responsible for contents of annual report and producer communication efforts.
- Respond to correspondence and calls concerning programs.
- Direct staff in regard to programming efforts: promotion, advertising, education, supply chain, research, and industry programs.
- Manage outside contractors and consultants - schedule their activities.
- Work on the national level to ensure a full coordination in programming efforts with state and national checkoff funds.
- Attend national meetings and training programs that affect the operations MBC.
- Participate in major industry meetings.
- Prepare and deliver presentations to industry, civic, public and private groups.
- Be responsible for training, supervision and evaluation of staff and contractors.
- Carry out other tasks assigned by the MBC Board of Directors.
- Develop positive working relationships with the media.
- Ensure that all expenditures are made in a responsible and fiscally responsible manner.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee will be required to conduct in-state and out-state travel to attend tradeshows, conferences and meetings.

Qualifications:

Education and Experience

- Bachelor's degree from an accredited college or university or equivalent work experience.
- Experience in some facet of the cattle industry.
- 5 years of successful management experience
- Proven ability to lead and manage a team.
- Extensive experience with budget forecasting and management.
- Ability to be a progressive thinker and encourager for new programming opportunities and existing programs.
- A collaborator and team player with an encouraging spirit.
- Comfortable with media, including radio and television interviews.
- Combination of education and experience deemed equivalent to above qualifications by the Board of Directors.

Skills, Knowledge, and Abilities

- Extensive knowledge of people, politics, and organizations involved in the Minnesota cattle industry.
- Ability to deal with a wide range of people in a manner that is positive and productive.
- Ability to communicate clearly and effectively both verbally and written.
- Ability to effectively supervise people, operations, and budgets.
- Public relations skills.
- Proficiency in computer usage and applications, including use of the internet and social media.