

Cranberry Institute Executive Director Position Posting

Cranberry Institute is a nonprofit trade association [501 (c) (5)] representing cranberry packer/processor members and growers in the US and Canada. Primary programs and activities include support for cranberry production and environmental research, interface with state and federal regulatory agencies, interface with agricultural chemical industry, support for and communication of cranberry health benefits research, resource for issue and policy awareness for industry stakeholders, and communication to stakeholders on issues of common interest

Job Description:

- Provide Cranberry Industry Leadership through the pursuit of the Cranberry Institute's Mission.
- Perform overall day-to-day executive management of the organization.
- Direct management of a part time Executive Assistant responsible for book keeping, accounting, invoicing dues, meeting planning, budget summary and reporting, mailings and various additional executive support activities.
- Direct management of (currently) three Independent Contractors with individual responsibility for agriculture/environmental, health research, and health communication projects.
- Coordinate and drive Cranberry Industry position on environmental stewardship and public affairs and lead program for regulatory affairs associated with crop pest control programs and materials through interface and consultation with federal (EPA, USDA), and state (Dept's of Agriculture, Environmental Protection, Ecology, Natural Resources, etc.) agencies and interaction with crop researchers, registrants and affiliated organizations (IR-4, Minor Crop Farmers Alliance).
- Overall fiscal responsibility for creating and supporting annual budgets, revising budgets YTD as needed, providing financial reports to the Board and Supporting Members, and management of grants and contracts from third party stakeholders.
- Support and interface with Board committees and subcommittees (Administrative, Budget, Compensation), the Supporting Member Advisory Committee, and staff committees (Health Advisory Committee, Agr/Environ Research Advisory Committee).
- Planning and implementation of Board nomination and annual election processes.
- Reporting to and providing support for the 9 member Board of Directors.
- Assist with writing articles for the CI grower oriented newsletters, and contribute periodically to other organizations' newsletters.
- Interface with and support activities of various stakeholder organizations including the Supporting Members, CMC and their agencies and regional grower associations.

- Provide a source of science and regulatory support and communication by participating in and speaking at regional grower organization meetings and functions.
- Provide information and support for individual Supporting Members through regular communications and reports as well as periodic member relations meetings. Manage and balance Supporting Member and Grower expectations with their needs.

Candidate Qualifications:

A post graduate degree is preferred with a minimum of one degree in a biological science and several years post graduate experience with demonstrated management of agricultural or health research at university, corporate, or similar trade association.

Timeframe:

Position to be filled Nov. 2010 – Jan. 2011

Office Location:

Currently located in East Wareham, MA (near Cape Cod)

Salary:

Minimum Salary \$80,000 plus benefits, higher salary dependent on qualifications

Revised Jan 22, 2010