



Associate Executive Director

Description: The Nebraska Soybean Board is searching for an experienced, reliable and task-oriented Associate Executive Director. The Associate will work directly under the Executive Director and will be responsible for performing a number of administrative duties achieving the Boards Mission and Strategic Objectives. The ideal candidate is highly self-motivated, professional, and capable of managing their work load and prioritizing tasks in a fast-paced environment. This is an excellent opportunity to join a growing commodity organization with competitive compensation.

POSITION PURPOSE

1. Serve as Associate Executive Director of the NSB, reporting to the Executive Director and Board Members accepting responsibility for the overall operations of the Board.
2. With the Executive Director and Chairman of the Board, enable the Board Members to fulfill its governance function.
3. Give direction to the formulation of the Board's vision, mission, strategy and annual goals and objectives and provide leadership and support in achieving them.
4. The Associate Executive Director will work with the Executive Director's supervision to achieve the accountabilities of the Board

MAJOR ACCOUNTABILITIES

Achievement of NSB's Mission and Strategic Objectives: In conjunction with the Board Members, be responsible for the achievement of the Board's mission and strategic objectives. Ensure that the Board's vision and mission statements are pertinent and practiced throughout the organization. Assure that the Board has a long-range strategy that achieves its mission and toward which it makes consistent and timely progress.

Program Development and Administration: With the Executive Director and Chairman of the Board, draft meeting agendas so the Board can fulfill all its responsibilities effectively. Ensure all critical issues are addressed in a timely fashion. Ensure the Board is informed of the condition on all important factors influencing it. Work with the Chairman to help the committee structure of the Board function effectively. With the Chairman, recommend the composition of Board committees. Formulate and administer all major policies. Provide leadership in developing program, organizational and financial plans with the Board Members and employees and carry out plans and policies authorized by the board.

Employee Supervision and Leadership: Ensure the development and implementation of employee performance evaluation, goal setting and training programs that will provide the human resources necessary for the achievement of the Board's mission. Ensure an efficient and productive team of employees is in place and maintain a climate which attracts and motivates high quality employees.

Ensure employees stay abreast of the latest developments in their areas of expertise. Be responsible for the recruitment, employment and release of all employees. Ensure that job descriptions are developed, that annual performance evaluations are conducted, and that sound human resource practices are in place. Be responsible for supervising and coaching all employees. Other responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; and addressing challenges and concerns.

Communications and Relationship Building: Serve as a Board spokesperson and ensure NSB is properly presented to its various publics. Communicate the activities of the Board, its programs and goals. Establish sound working relationships and cooperative arrangements with community groups and organizations. Represent the programs and point of view of the Board to agencies, organizations, and the general public. You must attend the United Soybean Board meetings and programs.

Fiscal and Contract Management: Ensure available funds enable the Board to make steady progress towards the achievement of its mission and that those funds are allocated properly to reflect present needs and future potential. Work with employees, the Executive Committee and the board in preparing an annual budget and ensure that the Board operates within budget guidelines. Ensure that adequate funds are available to enable the Board to carry out its work. Execute legal and compliant contracts and funding agreements. Maintain official records and documents, and ensure compliance with federal, state and local regulations.

REQUIRED KNOWLEDGE AND EXPERIENCE

- Bachelor's or Master's degree , organizational leadership or other equivalent degree in a related field and seven years of increasingly responsible administrative experience, at least five of which in a supervisory capacity.
- Ability to read, analyze, and interpret general business periodicals, financial reports, legal documents, technical procedures, or governmental regulations.
- Write reports, business correspondence, and procedure manuals.
- Efficiently respond to questions from staff, board members, producers, and members of the general public;
- Communicate effectively in both written and oral form; and, effectively present information to a variety of audiences.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies.
- Knowledge of the principles and techniques of research grant administration, contract administration and negotiation, fiscal and organizational management, principles and practices of marketing and public relations.
- Ability to plan, direct and coordinate activities; negotiate and administer contracts; work with producers, vendors government agencies, commodity groups and other organizations as necessary.
- Strong interpersonal skills.
- Demonstrated leadership, project management, consulting and planning skills.
- Analytical, conceptual, and organizational skills.
- Ability to think creatively and develop innovative ideas and approaches.

- Effective time management skills, including balancing a variety of daily and longer-term projects and demands.
- Ability to travel in-state, domestically and internationally to attend conferences, training, and other events as required acquiring and maintaining proficiency in fulfilling the responsibilities of the position.
-

MAJOR CHALLENGES

The Executive and Associate Executive Director are challenged to provide leadership and support to enable the Board to achieve its vision and mission. Specific challenges include:

- Managing multiple, high level projects with tight and often competing deadlines.
- Building alliances and collaborating with multiple entities – within and outside of the state - to accomplish the work of the Board.
- Maintaining positive working relationships with all constituents.
- Facilitating a communications framework that keeps all employees, board members, soybean producers and other audiences informed of the work of the Board.
- Staying abreast of new developments within the soybean industry, including but not limited to production, research, international marketing, transportation, legislation, technology and other issues.
- Ensuring checkoff dollars are invested in programs that bring direct value to NE soybean producers.
- Maintaining a balance between the need to comply with state and federal regulations while accomplishing the work and mission of the Board.
- Ensuring the image of the soybean industry and the Board continues to be enhanced through ongoing communications and education.

DECISION MAKING

The Executive and Associate Executive Director are responsible for making decisions fulfilling a variety of different roles; including the following:

- Planning and administration – establishing policies for the daily operations of the Board.
- Human resources management.
- Program and contract management.
- Financial management.
- Marketing, communications, media and public relations.
- Compliance.
- Strategies for executing plans established by the Board.
- Setting the tone and direction of the Board.
- As a seasoned professional, operates independently with direction from the Board as to end results but little or no direction or supervision in strategies and methods to achieve them.

POSITION WITHIN THE ORGANIZATION

The Associate Executive Director reports to the Executive Director with additional oversight from the Nebraska Soybean Board (Chairman & Vice Chairman).

INTERNAL AND EXTERNAL CONTACTS

Internally: This position requires the Associate Executive Director to be in regular contact with the Executive Director, employees, the Board Chairman, Executive Committee members and the Board.

Externally: This position requires frequent contact with numerous constituents including producers, County Extension Agents, County Soybean Representatives, researchers, other commodity group leaders, NE Soybean Association leadership, state agency personnel, Assistant Attorney General, other QSSB leaders and staff, state auditors, federal compliance officer, ASA, USB, USSEC, WISHH, STC and NBB representatives, media representatives, key influencers and the general public. These interactions require a high degree of tact, sensitivity, discretion, and good judgment.

MEASURES OF ACCOUNTABILITY

Accountabilities	Measures
1. Achievement of NSB's Mission and Strategic Objectives	<ul style="list-style-type: none">• Strategic plan is developed annually and evaluated quarterly• Consistent and timely progress is being made to achieve plan goals• Programs funded have a direct correlation to plan goals
2. Program Development and Administration	<ul style="list-style-type: none">• Plans and policies authorized by the Board are implemented• Board committee structure functions effectively• Critical issues are addressed in a timely manner
3. Employee Supervision and Leadership	<ul style="list-style-type: none">• Human resources necessary to achieve Board goals are in place• Job descriptions are developed, annual performance evaluations are conducted and sound human resource practices are in place• Employees stay abreast of the latest developments in their areas of expertise
4. Communications and Relationship Building	<ul style="list-style-type: none">• The Board is properly presented to its various publics• Sound working relationships and cooperative arrangements with other entities are developed• The activities of the Board, its programs and goals are communicated
5. Fiscal and Contract Management	<ul style="list-style-type: none">• Available funds are allocated properly to reflect present needs and future potential• Legal and compliant contracts and funding agreements are developed and executed• The Board operates within established budgetary guidelines

For additional questions or to submit your resume & cover letter, please contact Executive Director, Victor Bohuslavsky, at victor@nebraskasoybeans.org or call (402) 432-5720 by **July 31, 2019.**