



Job title: Executive Director

Reports to: Board of Directors

Employment Type: Contract - 1099 Non-employee

Location: Remote

Description: Livestock Publications Council, or LPC, a 47-year-old trade association representing the agricultural communications industry, seeks an executive director. The successful candidate will oversee all operations, functions and activities. The executive director will not only be the face of the organization, but will be responsible for providing guidance, support and strategic direction. This position will help be a strong leader, possess exceptional organizational skills and be a people-person. A background in and passion for the agricultural industry is strongly preferred.

This position is estimated to require approximately 60% FTE (full-time equivalent).

Responsibilities:

- Governance through working with the board/committees and providing overall leadership.
- Administration including financial management and database management.
- Membership management including maintaining the database.
- Sponsorship generation and management, including guiding the process of generating funding from partners/sponsors.
- Communications including but not limited to the monthly member newsletter, social media and website.
- Management of contests and awards.
- Event/meeting management including logistics of board meetings, luncheons and regional workshops.
- Serve as Ag Media Summit (AMS) liaison with AMS management company.
 - May take on additional AMS responsibilities for supplementary fee if time, interest and skillset allow.
- Other duties as assigned.

Requirements and skills:

- Verbal and written communication skills
- Detailed record keeping

- Managing people and projects
- Financial management and general accounting practices
- Networking and relationship building
- Fundraising strategy and implementation
- Event planning and facilitation
- Well versed in in Microsoft Office, Creative Suite, Zoom, social media, and/or similar programs

Experience in Association/Non-Profit management or leadership a plus
Preferences given to individuals with background in livestock/agriculture

To apply: Send cover letter, resume, and compensation expectations to Ben Richey, LPC president, at brichey@usaha.org. Please put "LPC Executive Director Application" in the subject line of the email. LPC will additionally consider proposals from association management firms, which can be submitted as directed above.

Submissions requested by Sept. 6.