

PNDSA Executive Director Job Description

1. Summary and Background

PNDSA is seeking an Executive Director that can provide management for all aspects of operating this \$250K annual income, 265-member non-profit supervised by 23 Board of Directors. The Executive Director would be responsible for strategic and financial planning, board reporting and development, fundraising, marketing communications, event planning, managing other contract service providers, and lead development and implementation of Farmed Smart Sustainable Agriculture certification program.

The Executive Director would report to the PNDSA Board of Directors, manage the operations of the Association, and 3rd party contracts that provide additional services for the Association as listed below. Total compensation available for the Executive Director position is \$45,000 - \$55,000 per year for Full Time Employment. Potential for additional compensation through fundraising commission.

The PNDSA is a non-profit (501-c5) growers' association that supports advancing direct seed cropping systems in Washington, Oregon, and Idaho. The association was formed in 2000 with a mission to provide Pacific Northwest farmers with information exchange, advocacy on conservation policy issues, access to value-added benefits, and research coordination that supports the adoption of environmentally sustainable and economically viable direct seed cropping systems.

2. Structure and Management

The PNDSA has a total of 23 Board of Directors from Washington, Idaho, and Oregon; 18 voting Directors and 5 ex-officio advisory Directors. The Board meets four times per year in various locations throughout the tri-state region, typically in Spokane, Moscow, Tri-Cities, and Pendleton. The PNDSA has strong and effective by-laws that provide the foundation of organization structure and mission.

The Executive Director would report to the PNDSA President and Board, manage the operations of the Association, and 3rd party contracts that provide additional services for the Association as listed below. Costs for management services and 3rd party contracts are covered by the current annual funding source.

3. PNDSA Executive Director Services and Estimates

A summary of current management service functions and estimated time are defined below.

Management Services	Est. Hours / Week	Est. Hours / Month	Est. Annual Total Hours
Outreach and Education/Conference	7		350
Farmed Smart	18		900
Membership - Partnership		15	180
Financial, Operations, Board Reporting		8	96
Advocacy		5	60
Research		2	24
Grant		10	120
Administration	5		250
Annual Leave	8		96
Estimated Total Annual Hours			2076
Estimated FTE			1

3a. Outreach and Education: est. 7 hours/week

- Annual Conference Planning Committee Member
- Exhibit at Spokane Ag Expo, Tri-State Grain Growers Convention, and Cascadia Grains Conferences
- Submit article for quarterly newsletter
- Website updates, Facebook posts, and monthly email updates
- Manage 3rd Party Contracts: Conference Planning, Quarterly Newsletter

3b. Implement Farmed Smart Sustainable Ag certification program, est. 18 hours/week

- Coordination of auditors, criteria, and technical committee
- Promoting program to farmers, developing markets, partnerships, farmer interest
- Manage 3rd Party Contracts: Farmed Smart Auditors, Marketing contract, as grant funding dictates

3c. Membership and Partnership Drives, est. 15 hours/month

- Membership drive and account management in NeonCRM
- Partnership development and relationship Management

3d. Financial Planning, Operations, Board Reporting, est. 8 hours/month

- Develop and manage annual operating budget
- AP/AR for association expenses and income.
- Renew insurance, business license, SAM, ensure tax prep and annual reports are filed
- Prepare and conduct quarterly board meetings and annual meeting
- Provide board development and training
- Coordinate and provide support for 6 PNDSA committees throughout year (Conference Planning, Farmed Smart, Membership Benefits, Funding and Finance Advocacy, Research)

- Manage 3rd Party Contracts: Bookkeeping reconciliation of accounts, and Accounting Firm

3e. Advocacy on Policy: est. 5 hours/month

- Attend monthly NRCS State Technical Advisory Committee Meetings, quarterly Department of Ecology Water Quality & Ag Advisory Committee, and other State and National conservation and ag policies meetings as needed

3f. Support Research: est. 2 hour/month

- Submitting research topics through university, grain commission, REACCH, and NRCS channels

3g. Grant, RCPP, and other Funding Submissions, est. 10 hours/month

- Monitor grant channels such as Department of Ecology, Oregon Watershed Enhancement Board, NRCS programs such as Regional Conservation Partnership Program and write and submit grants as the opportunities arise.

3h. Administration: est. 5 hours/week

- Manage all bank deposits, letters of inquiry/support from agencies and grant writers, manage neon database and communications, take calls from membership and parties interested in working with or gaining support of PNDSA for programs.

3i. Manage Additional 3rd Party Contract Services, hours included in functions above

- Conference planning:
- Quarterly newsletter publishing
- Farmed Smart auditors
- Farmed Smart legal counsel
- Farmed Smart marketing development
- Monthly Bookkeeping
- Annual Tax Prep

Application Process and Timeline

A resume and cover letter should be submitted by 5pm July 31, 2020. Submit a pdf to Ty Meyer at pnDSA@directseed.org. Contact Ty Meyer 509-995-1220 for additional information.

Evaluation of applicants will be conducted from 8/3/20 – 8/14/20. The selection decision will be made no later than 8/14/20.

Qualifications

Applicants should consider the following information when submitting the cover letter and resume:

- Description of experience in managing non-profit Ag associations, effectively working with Boards, membership and partnership development, communications, and conference and event planning.
- Description of experience with direct seed cropping systems and relationships with direct seed farmers.