

Missouri Beef Industry Council
Executive Director
Position Description

The Missouri Beef Council is a non-profit organization working on behalf of Missouri's Beef and Dairy producers. The Beef Council administers the Beef Checkoff program in Missouri which funds Promotion, Education, and Research programs.

The Executive Director reports to the MBIC Board of Directors and serves as chief staff officer of the Council. Under policy direction from the Board, establishes, operates and evaluates programs; employs, trains and evaluates staff; and is responsible for all operations and budgets of the organization.

This position requires a self-motivated team player who is a strong communicator and has intuitive people skills as well as being a fast learner. The ideal candidate should be able to work effectively with all personality types and have the ability to collaborate with, influence and motivate stakeholders and consumers. This position also requires strong organizational skills and the ability to focus on multiple projects at once.

Key Responsibilities include but are not limited to:

- Makes recommendations to the Board for the planning, implementation and evaluation of programs; develops and monitors budget; provides for all aspects of accountability and legal functioning of the organization including management of, and adherence to, governing documents.
- Is responsible for the employment, training, supervision and evaluation of staff to carry out the programs and business of the organization.
- Develops and oversees the implementation of the state marketing plan based on Board-made funding decisions for each fiscal year.
- Manages the in-state programs of promotion, research, information and education as part of a nationally coordinated marketing plan.
- Coordinates with Missouri Department of Agriculture to administer and monitor the checkoff collection system; provides support in communications and relations with Beef Board, USDA and other oversight entities.
- Represents MBIC to various industry, government and consumer audiences, as well as trade and consumer media.
- Maintains an effective public/industry relations program, including liaison with the Cattlemen's Beef Promotion and Research Board, National Cattlemen's Beef Association, U.S. Meat Export Federation and other state and national entities.
- Actively seeks out, develops, and maintains relationships with other State Beef Councils and agricultural organizations in the state to drive the demand for beef.
- Serves as an ex officio assistant secretary-treasurer of MBIC and ensures that accurate and timely reports of financial and business activities are submitted to the Board.
- Performs other related duties as assigned by the Board.

Qualifications:

- Education: A bachelor's degree in agriculture, communications, or a related field.
- A minimum of three years of experience in the beef cattle industry or other related fields.
- Ability to deal with a wide range of people in a positive manner.
- Strong communication skills.
- Strong organizational, time management, prioritization skills, and detail oriented.
- Compensation based on applicable experience.

Applications shall consist of standard resume and cover letter and will be sent to: admin@mobeef.com

