

Michigan Sheep Producer Association

Executive Director Position Description

The Executive Director is the key management leader of the Michigan Sheep Producers Association. This position is responsible for overseeing the organization's administration, programs, and strategic plan.

Duties include communication, maintaining partnerships with key organizations, outreach, and education for sheep producers, and promoting the Michigan sheep industry. This position reports directly to the Board of Directors.

This is a part-time position with a salary of \$9,500 plus expenses.

Applicants who apply before December 2nd, 2024 will be given priority consideration.

GENERAL RESPONSIBILITIES

Works closely with the Board of Directors to guide, support, and implement the mission and vision of the organization. (30%)

- Oversee and implement appropriate operations of the organization by preparing meeting agendas, notifying all board members of regular meetings, and attending all board meetings.
- Responsible for communicating effectively with the board in a timely and accurate manner, as well as all information necessary for the board to function properly and make informed decisions.
- Prepare the annual budget and work with the treasurer to ensure fiscal management of the approved budget while maximizing resource utilization and a positive financial position.
- Encourage and promote growth in MSPA and increase the organization's overall visibility.
- Assist in organizing committee meetings and directing committee activities year-round. Including but not limited to scheduling meetings and distributing meeting agenda and objectives.
- Support and assist with youth-oriented sheep-related activities.
- Keep the board and membership apprised of all legislative and regulatory changes and developments.

Primary spokesperson for the Michigan Sheep Producers Associations to the membership, general public, associated organizations and industries, governmental agencies, and media. (30%)

- Attends or appoints a delegate to attend industry meetings including but not limited to MSU CANR Stakeholder Meetings, ASI Executive, M-AAA Meetings, and MFB Commodity Executive Meetings, etc.
- Advises the MSU Animal Science department and attends or appoints a delegate to participate in the bi-annual committee meetings in person.
- Oversee all forms of communication with association members, including a monthly News Ewe Can Use electronic newsletter.
- Direct the development of a quarterly association newsletter and write an editorial for each newsletter.
- Manage all social media platforms including, but not limited to, the website and Facebook.
- Responsible for all news releases and media promotion.
- Manage the distribution of MSPA promotional materials.
- Distribute information to and connect with new members.

Organizes and facilitates the annual Shepherds Weekend Symposium and any statewide sheep programs. (40%)

- Work with the committee to develop an agenda.
- Manage logistics for location, registration, and guest speakers.
- Oversee the recruitment and logistics for the vendor area.
- Facilitate the banquet activities.

KEY SKILLS AND QUALITIES DESIRED

- Strong leadership skills, and ability to motivate others.
- A sincere desire to promote the Michigan Sheep industry.
- Effective communication in oral, written, and digital forms including social media
- An understanding of the sheep industry and the ability to discuss all aspects.
- Experience in collaborating and working with a Board of Directors.

- Solid organizational skills including planning and implementing program development.
- Proficient in technology including Wordpress, Adobe, Zoom, Microsoft, and Google Suite.
- Ability to be flexible to grow and adapt to change based on the association's needs.

MICHIGAN SHEEP PRODUCER ASSOCIATION

The mission of the Michigan Sheep Producer's Association is to provide a unified voice for the Michigan sheep industry and to make it possible for the Michigan sheep industry to be a part of a dynamic national industry. The association has been in place since 1952, serving over 300 members today. Michigan's sheep industry is diversified with shepherds raising sheep for commercial, purebred, and club lamb markets while promoting the consumption of lamb and use of wool to all consumers. Members are dedicated to raising sheep in an environmentally sustainable manner and developing our future leaders of the industry.