



## Western Washington Agriculture Association Position Description

<b>Position Title:</b>	Executive Director
<b>Division:</b>	Western Washington Agricultural Association (WWAA)
<b>Reports To:</b>	Board of Directors, WWAA
<b>Supervises:</b>	Office Manager
<b>Salary:</b>	Starting \$70,000

**SUMMARY:** The Executive Director (ED) is responsible for managing the WWAA in an efficient and effective manner that ensures the accomplishment of the overall mission and provides support to the grower and industry membership through representation of their interests in Federal, State, and local issues. In addition, the ED is responsible for the development and execution of a WWAA outreach program that sustains and grows the organization through membership and contributions.

### ESSENTIAL FUNCTIONS:

- Represent Western Washington agriculture in Olympia by forging a working relationship with all elected state officials in order to favorably influence legislative and agency outcomes affecting agriculture.
- Lead agricultural voice in Skagit County. Including and not limited to: Critical Area Ordinance, Shoreline Management Plan, Growth Management Plan and Endangered Species issues.
- Be involved in land use, zoning and farmland protection issues in order to maintain viable agriculture.
- Responsible for developing and executing an outreach program that sustains and grows the membership of the WWAA.
- Take a lead in developing new ways of generating revenue that is in keeping with our mission statement (i.e. grants, fundraising, contract work etc.).
- Responsible for the financial accounting and capital management of the WWAA, according to the laws applicable to the Association.
- Provide administrative support to contracted grower groups and associations. (NARF, PSSG, Festival of Family Farms etc.)
- Work with the Board of directors in developing a strategic plan establishing long and short term goals.
- Provide direct supervision of WWAA staff including discretionary authority to determine methods of work; plan, assign and direct the work; and, in coordination with the Board of Directors, recommend personnel actions (performance reviews, discipline, discharge, etc.). Emphasis is to be placed on maintaining staffing at the appropriate levels to operate at peak efficiency to develop continuity in key positions.
- Responsible for publishing a quarterly newsletter to keep the membership updated regarding WWAA accomplishments, activities and issues.
- Responsible for outreach to the local community to foster knowledge and respect for agriculture in the general population and to enhance the reputation of agriculture.

### OTHER JOB FUNCTIONS:

- Represent both WWAA and agriculture at seminars, meetings, and other designated functions that require Agriculture presence in every facet of production agriculture (Examples: Skagit Watershed Council, Ag Leaders, Clean Samish Initiative and the WSDA Pesticide Monitoring in Salmon Bearing Waters.
- Collaborate with other like-minded entities (i.e. WSU NWREC, Skagitonians to Preserve Farmland, Save Family Farming).

**SUPERVISORY:** This position has supervisory responsibilities.

**LIMITS OF AUTHORITY:** The limits of authority are as directed by the Board of Directors, but at a minimum, authority of this position is constrained by the resources provided by the Board of Directors and general membership. Specifically, all contractual/verbal agreements and/or decisions that extend beyond resources provided must be coordinated with the Board of Directors.

**QUALIFICATIONS:** Multi-talented individual who is well rounded in all aspects of agriculture and management for a Non-profit Agriculture Association. Preference given to those with extensive agriculture, policy, and or governmental relations experience.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Need to be self-starter.

Working knowledge of the Skagit County agriculture industry.

Knowledge of occupational safety rules and practices.

Good verbal and written communication skills are required to effectively work with employees, Board of Directors, current and potential association members, and all outside agencies.

Ability to use computer spreadsheets, word processing systems and familiar with QuickBooks.

Ability to work independently using effective time management and organizational skills.

Ability to make decisions under pressure, specifically during periods of peak operations.

Ability to adapt to change and growth in overall business operations and concepts.

Basic understanding of how social media works and how to operate Meta and other platforms.

Must handle in a constructive manner, the multiple business, organizational, and interpersonal changes or stresses that may exist in the employee's work, work processes, dealing with other personnel, and supervision (provided or received). ("Work processes" include, but are not limited to, how work is performed, supervised or distributed; how problems are solved; and how decisions are made.)

**LICENSES AND/OR CERTIFICATIONS:** Valid Washington State driver's license.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:** Work is performed in an office and field environment. Occasional travel outside the state is required. Physical requirements include working for extended periods of time at a computer terminal.

**HAZARDS:** No known significant hazards.

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The statements contained herein reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skill typically required, and the scope of responsibility. However, this should not be considered an all-inclusive listing of work requirements. Employees may perform other duties as assigned. Changes to the position description may be made at the discretion of the employer.

It is the policy of Western Washington Agricultural Association to not discriminate against any person with regard to race, color, religion, sex, age, national origin, marital status, or physical or mental disability.

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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_