



EXECUTIVE DIRECTOR – POSITION DESCRIPTION

February 28, 2017

Association Overview

The Maine Grocers & Food Producers Association (MGFPA) is a 501(c) 6 business trade association. The membership is composed of independent grocery stores, supermarkets, food producers and processors, wholesalers and associated service companies.

MGFPA's mission is to be a community dedicated to the prosperity of Maine's grocery and food producer industry. Our vision is to be recognized as the leader in the advancement of Maine's grocery and food producer industry.

The Position

The Executive Director (ED), as an independent contractor, shall report to the Executive Committee. Applicable laws, the bylaws, articles of incorporation and policies of the organization, as well as an association management services contract shall govern the terms and conditions of employment.

The Executive Director shall be responsible for the day-to-day operations and implementing the policies and programs of the MGFPA as established by the Board of Directors. The Executive Director is responsible for the engagement of other professionals.

Key Responsibilities

1. Association Management & Administrative Services

The primary function of the ED is to carry out the role, goals and mission of the MGFPA, as expressed through the bylaws, policies and actions of the Board of Directors. A fundamental duty of the ED is to manage the MGFPA finances. This includes monthly financial reports, an annual financial report, tax filings and oversight of a financial review and/or audit as determined by the Board of Directors.

- a. Board, Annual and Committee meetings
- b. Board retention and recruitment
- c. Membership retention, recruitment and records management
- d. Soliciting event sponsors and communication advertisers
- e. Manage the 2017 budget and develop 2018 budget
- f. Financial management, records & filings
- g. Banking, tax filings, and insurance policies
- h. Recommends to the Board, for their approval, the engagement of outside paid professionals such as accountants, attorneys and others engaged from time to time to provide advice to the Board.
- i. Key performance indicators to the Board on tactics and objectives to accomplish the Strategic Plan

- j. Identifies issues affecting the industry and creates opportunities for the proper role of the MGFPA.
- k. Oversight of the Scholarship Program including the financial management, solicitation, application and promotional materials in conjunction with the Scholarship Committee.

2. Government Relations and Regulatory Agenda

The ED builds name recognition for the MGFPA in the public sector and increases the influence of the MGFPA in the creation of public policy. This includes engaging in advocacy on behalf of the industry.

- a. Develop legislative and regulatory strategy at local, state and federal level
- b. Support the Government Relations Committee
- c. Design grassroots advocacy
- d. Represent the MGFPA at municipal, state and federal level
- e. Design and manage a legislative tracking system
- f. Represent MGFPA at regulatory hearings and agency commission meetings

3. Events Management

The ED will work with the Events & Communications Committee to plan and manage events. The ED will secure sponsors, recommend topics, secure speakers and venues, and design promotional materials for the following events:

- a. Food for Thought Forum – April 2017
- b. Golf Tournament – August 22, 2017
- c. Maine Food Means Business Summit & Annual Meeting – October 17, 2017
- d. Best Bagger Competition – September 2017
- e. Meet & Greet – March 14 and June 15
- f. Trainings

4. Communications and Publications

The ED maintains and develops effective communications and relations with the Board, Committees, other organizations, and promotes the professionalism and expertise of Maine's food community to relevant audiences. The ED is responsive to press and public inquiries building awareness and support for the members.

- a. Website management
- b. Monthly Newsletters, Legislative Watch and Alerts (Constant Contact)
- c. Social media (Facebook, Twitter & Instagram)

5. Affiliated Programs

The ED manages service programs that improve members' business operations. The ED shall investigate and evaluate other opportunities.

- a. Delta Dental as managed by Macomber, Farr & Whitten
- b. Coupon Redemption Program as managed by New Hampshire Grocers Association
Coupon Redemption Program
- c. Maine Merchants Trust

- d. Staples
- e. Constellation Energy

Minimum Qualifications/Educational Requirements

- Bachelor’s degree or an advance degree with a minimum of 5-years management experience or related business experience
- Lobbying experience
- Knowledge of Maine and an appreciation of Maine as a brand
- Industry experience, grocery, distribution, food production, marketing, regulatory
- Must maintain general and liability insurance

Required Skills/Attributes

- Leadership Skills
 - Clear and concise communication skills
 - Board and/or volunteer management expertise
- Business & Financial Management
 - Expertise in developing and managing a budget, P&L and balance sheet
 - General accounting practices
 - Business management expertise
- Interpersonal Skills
 - Demonstrates resourcefulness
 - Dynamic and outgoing
 - Results oriented
 - Genuine interest in the industry

Compensation:

Consummate with experience.

Apply to:

Search Committee at: info@mgfpa.org, include “Search Committee” in email subject line.

Please include your resume and a cover letter outlining what makes you uniquely qualified.

Timing:

Applications accepted thru: March 24, 2017
Phone screens conducted: Week of April 3, 2017
Interviews commence: Week of April 10, 2017