

WLIC Position Description

Executive Director **Wisconsin Livestock Identification Consortium** Madison, WI

Job Description and Responsibilities:

The Executive Director (ED) is responsible for the day-to-day operations and management of the Wisconsin Livestock Identification Consortium (WLIC). The ED will assist the WLIC board of directors in the formulation of objectives, policies, procedures, and programs that advance the mission of the organization. The ED will execute duties and goals as determined by the WLIC board of directors. The ED reports to and provides support for the WLIC Board of directors. Specific job responsibilities, include, but are not limited to:

- Plan, define and implement WLIC'S Operations
 - Hire, train and manage staff
 - Manage and administer the public/private contract between WLIC and the Department of Agriculture, Trade and Consumer Protections (DATCP).
 - Manage and administer the contract between WLIC and TraceFirst to provide the premises registration database.
 - As the public face of WLIC, engage the industry, media, general public and legislature in the importance of animal disease traceability and animal identification. Institute programs that meet the needs of regulatory agencies involved in animal health.
 - Educate the livestock industry of the value of premises registration, animal disease traceability and animal ID.
 - Ensure compliance with all service level agreements, all applicable laws and regulations.
 - Ensure appropriate risk management / business continuity plans are in place.
 - Safeguard and maintain the physical properties / assets of the organization in good operating condition to ensure that health and safety standards are maintained.
- Provide project leadership/communication to/with stakeholders associated with animal agriculture.
- Direct the planning, development, coordination, and monitoring of an annual budget as required.
 - Generate income streams through the solicitation of private and public grants.
 - Develop expense projections commensurate with income and board direction on profit margin
 - Meet the reporting requirements of the board of directors and public and private grant agencies
 - Generate income via sales of animal tags, readers, and other equipment
 - Generate income via solicitation of sponsorships
 - Generate income via solicitation of membership
 - Develop new sources of income such as partnerships / alliances, training seminars, etc
- Manage the membership of WLIC, including:
 - Ensure renewal of current members
 - Ensuring members receive all benefits and stay engaged
 - Hosting an annual member meeting as required in the Bylaws
 - Evolve the benefit offerings to maintain relevance and attract new members / revenue streams
- Communication / Marketing
 - Develop and maintain communication formats such as website, newsletter, social media sites to support the mission of the coalition

- Inspire and maintain the trust of the WLIC Board of Directors, keep them informed and make recommendations on policies, procedures, and developments relating to WLIC objectives.
 - Provide timely reporting on the financial and operating performance of the Coalition
 - Work with the board to develop the strategic plan
 - Provide supporting information necessary to the board of directors to properly evaluate such recommendations
 - Develop agreements with other entities that are in accordance with the mission, vision and plan of work.
- Perform other duties and assume other responsibilities as assigned by the board of directors.

Interaction and liaison with:

- WLIC board of directors.
- WI Department of Agriculture, Trade & Consumer Protection (DATCP)
- WLIC members, livestock producers, industry, state and federal government officials.
- WLIC Contractors
- WLIC Staff
- Suppliers
- Sponsors
- Media
- General Public

Skills & Experience

Minimum Education and/or Work Experience:	Bachelor’s degree in business or a related field and 8-10 years of relevant experience. Preference for agriculture; experience with association or membership-based work is a plus.
Qualifications:	<p>The ideal candidate will be a values-based leader with strong relationship building and management skills and be passionate about growing collaborations throughout the agriculture industry. Experience managing program staff is required and experience with grant and/or proposal writing is ideal. The candidate must be a self-starter who is creative, resourceful, and responsive, and will demonstrate the ability to work independently and as part of a team, with meticulous attention to detail. The selected candidate will bring high energy, a sense of humor, and a commitment to lifelong learning.</p> <p>In addition, the selected candidate should possess:</p> <ul style="list-style-type: none"> • Ability to define problems, collect data, establish facts, and draw valid conclusions. • Robust written and verbal communication skills, presentation and facilitation skills • Adept at project and program management, with high degree of professionalism, discretion, and tact required. • Commitment to, and enthusiasm for, WLIC’s mission and values • Highly organized with demonstrated ability to work on several simultaneous tasks and projects • Spirit of flexibility, openness to feedback, and commitment to continuous learning • Good judgment and critical thinking while prioritizing problems to resolve and opportunities to pursue • Ability to create, adjust, and implement strategic work plans

	<ul style="list-style-type: none">• Business Development and marketing skills• Entrepreneurial mindset, comfortable with ambiguity and able to work independently
Location	While there is flexibility on location, the Executive Director will need to be in the office more than half of the time (unless traveling on WLIC business).