

American Agricultural Law Association (AALA) Seeks Executive Director

Executive Director

AALA's Executive Director provides the leadership, management and vision necessary to ensure the Association effectively increases member satisfaction and grows membership and member services, revenue, and educational offerings. The Executive Director has broad responsibility for all AALA operations and is responsible for overseeing contracts and the financial assets of AALA. The Executive Director is also responsible for promoting and marketing the Association.

The Executive Director implements and is responsible for the annual goals and objectives of the AALA as set by the Board of Directors. Further the Executive Director functions as the daily executor of the Board's mission. The Executive Director is the key management leader and executive officer of AALA, responsible for overseeing the administration, programs, and strategic plan of the organization. Other key duties include conference and meeting planning, committee coordination, marketing, and community outreach. The position reports directly to the Board of Directors.

Ideal candidates will have experience in organizational management, and the proven ability to translate a strategic vision into an implementation plan. AALA seeks an Executive Director who is adept at managing a variety of stakeholders, has prior success working with a Board of Directors and cultivating existing Board member relationships, and has experience in performing fundraising and development work for non-profits. It is preferred, but not required, that candidates will understand or have experience with regional and national issues impacting food and agriculture and/or experience in the legal field.

Essential Job Functions Include:

1. Planning and operation of annual budget.
2. Establishing policies and procedures for all functions and for the day-to-day operations of the association for Board approval.
3. Serve as point of contact for membership and other inquiries, responding in a timely and appropriate manner.
4. Maintain all Association records and files.
5. Work with programming chair to plan Annual Symposium and serve as event coordinator.
6. Ensure timely filing of all CLE applications and reports.

7. Establish and maintain relationships with various organizations throughout the industry and utilize those relationships to strategically enhance AALA's Mission.
8. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the AALA.
9. Strategic planning and implementation.
10. Oversee organization of and support Board and committee meetings, drafting reports and preparing materials as requested.
11. Coordinate and oversee marketing and other communications efforts, including website maintenance.
12. Direct membership renewal campaign and member communications.
13. Review and approve contracts for services.
14. Effectively manage relationships with outside contractors and vendors as approved by the Board.
15. Other duties as assigned.

Job Qualifications:

- Bachelor's degree in a related discipline; an advanced degree is preferred.
- Applicants should have at least 5 years professional experience in non-profit organization management or the equivalent in private industry.
- Experience with agricultural and food legal and policy issues is highly preferred.

GENERAL RESPONSIBILITIES:

1) **Board Governance:** Works with the AALA Board in order to fulfill the organization's mission. Responsible for:

- Leading AALA in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Communicating effectively with the Board and providing all information necessary for the Board to function properly and to make informed decisions.
- Informing the Board on the condition of the organization and influencing factors.
- Supporting President in planning and coordinating Board meetings.
- Serving as ex officio member of Committees, supporting coordination of Committee meetings.

2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of AALA, to include submission to the Board of a proposed annual budget and monthly financial statements, operating within the approved budget, ensuring maximum resource utilization, and maintaining the organization in a positive financial position.
- Supporting fundraising and developing resources necessary to support AALA's mission.
- Using external presence and relationships to garner new financial opportunities.

3) Serving Membership and Expanding AALA Presence: Develops resources sufficient to ensure the long term health of the organization.

- Promoting active and broad participation by volunteers.
- Growing the AALA membership to align with strategic goals of the organization.
- Developing programs and services that support our members and their business goals.
- Building sound working relationships and cooperative arrangements with industry groups and organizations.
- Increasing and maturing all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.

4) Organization Mission and Strategy: Works with Board, committees, volunteers, and contractors to ensure that the mission is fulfilled through programs, strategic planning and outreach.

- Responsible for implementation of programs and carry out plans and policies authorized by the Board.
- Ensuring that the organization has a long-range strategy which achieves its mission, and progresses towards the same
- Providing leadership in developing program, organizational and financial plans with the Board of Directors and staff,
- Maintaining a working knowledge of significant developments and trends in the field of Agricultural Law.

5) **Organization Operations**. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Supporting coordination of annual education conference and other educational programming.
- Maintaining official records and documents, and ensure compliance with federal, state and local regulations.
- Responsible for effective administration of AALA operations.
- Responsible for the hiring and retention of competent, qualified staff and/or contractors.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Miscellaneous:

Salary commensurate with experience and other qualifications. Applications for this position will be accepted from all interested candidates and entities, including individuals, management associations, and consultants working alone or with a staff. Typically, the Executive Director has served in an independent contractor role, and while that is anticipated to continue is not a requirement.

To Apply:

Qualified candidates should forward their cover letter (including salary requirements) and resume by February 25th, 2019, to AALA President, Amber Miller, at amiller@cdmlaw.com. Virtual initial interviews are projected to occur in early to mid-March, with in-person finalist interviews tentatively planned for the last weekend in March.

About AALA

The American Agricultural Law Association was established in 1980. Serving as the premier association for agricultural law and policy professionals, today, the AALA serves approximately 500 members across the United States and Canada. AALA's membership includes private law practitioners in large and small firms, in-house counsel, leading academics in agricultural law, government, trade, and industry group counsel, and agricultural and food policy professionals. Our mission, vision, and current strategic plan can be found on our website at www.aglaw-assn.org.

