



## JOB DESCRIPTION

### Managing Director (MD)

Beginning September 2026

### About the Organizations

The Hawaii Cattlemen's Council (HCC), Hawaii Beef Industry Council (HBIC), and Hawaii Rangeland Stewardship Foundation (HRSF) are affiliated but independent nonprofit organizations serving Hawaii's beef industry.

- **HCC** is a membership-based organization and advocates for policies that support Hawaii's beef producers and industry.
- **HBIC** promotes beef demand and is the Qualified State Beef Council that administers the Beef Checkoff Program.
- **HRSF** supports the stewardship of Hawaii's rangelands through education, advocacy, and conservation efforts that preserve open space, strengthen local food production, and enhance ecosystem services.

Together, these organizations seek a full-time Managing Director to provide leadership and management that supports a profitable, sustainable, and resilient beef industry in Hawaii.

### Organization Priorities

The Organizations are committed to:

- Building trust, transparency, and collaboration among industry stakeholders.
- Supporting viable markets, transportation, and processing infrastructure.
- Encouraging investment and innovation within the industry.
- Educating consumers, policymakers, and communities about Hawaii's beef industry.
- Strengthening partnerships that advance shared industry goals.

### Position Summary

The Managing Director serves as the chief executive officer of HCC, HBIC, and HRSF ("the Organizations") and reports to the respective Boards of Directors through their Presidents or Chairs. The MD provides strategic leadership, operational oversight, financial management, advocacy, and stakeholder engagement on behalf of the Organizations. The position is responsible for implementing board-approved policies, managing personnel and organizational resources, directing programs and initiatives, maintaining organizational records, and ensuring the effective day-to-day operation of the Organizations.

The MD serves as the primary advocate and spokesperson for Hawaii's cattle industry, representing the Organizations before government agencies, elected officials, industry partners, members, donors, and the public. The position leads public policy efforts, provides legislative testimony, and maintains approved policy positions. The MD is responsible for preparing annual budgets, safeguarding organizational assets, maintaining regulatory compliance, and fostering strong relationships with state, national, and community partners.

### Key Responsibilities

#### *Leadership and Administration*

- Lead and manage the operations of the Organizations in accordance with board-approved policies and strategic priorities.



- Recruit, supervise, develop, and evaluate staff.
- Support county cattlemen’s associations, committees, and volunteer leadership.
- Keep Boards informed of organizational activities, opportunities, and challenges.
- Implement Board decisions and perform additional duties as assigned.

#### *Financial Management*

- Oversee the receipt, disbursement, and stewardship of organizational funds and assets.
- Prepare annual budgets and financial reports for Board review, with the help of the Secretary/Treasurer and accountant.
- Ensure compliance with financial policies, audits, and reporting requirements.

#### *Advocacy and Government Relations*

- Serve as the principal advocate and lobbyist for Hawaii’s cattle industry.
- Monitor and analyze legislative, regulatory, and public policy developments.
- Provide testimony and policy guidance on issues affecting the industry.
- Build productive relationships with elected officials, government agencies, and industry organizations.

#### *Industry and Stakeholder Engagement*

- Serve as spokesperson for the Organizations.
- Maintain strong relationships with members, producers, donors, partners, and the public.
- Collaborate with state and national agricultural organizations, including the National Cattlemen’s Beef Association.
- Promote awareness of industry initiatives, programs, and priorities.

#### *Program Management*

- Lead membership recruitment and retention efforts for HCC.
- Administer Hawaii’s Beef Checkoff Program and ensure compliance with all reporting requirements.
- Develop and implement HBIC’s annual marketing and promotion plans.
- Lead fundraising, donor engagement, and educational outreach for HRSF.
- Develop programs and partnerships that advance the missions of the Organizations.

### **Qualifications**

The successful candidate will demonstrate:

- Strong leadership, management, and strategic planning skills.
- A bachelor’s degree or equivalent professional experience.
- Excellent written and verbal communication abilities for a variety of audiences.
- Experience supervising and developing staff.
- Experience developing and managing budgets.
- Knowledge of agriculture, natural resources, and the beef industry.
- Strong relationship-building, advocacy, and public speaking skills.
- Proficiency with standard business technology and software.
- Willingness to travel throughout Hawaii and occasionally outside the state.

### **Application Information**

Please apply by submitting a cover letter and resume at [bit.ly/HCCtrailboss](https://bit.ly/HCCtrailboss) by noon HST on July 13, 2026.

### **Equal Opportunity Employer**

HCC, HBIC, and HRSF are equal opportunity employers and maintain a policy of nondiscrimination for all employees and applicants.