



Hawaii Cattlemen's Council, Inc.



**HAWAII
RANGELAND
STEWARDSHIP
FOUNDATION**

JOB DESCRIPTION

Managing Director (MD)

Target Start Date: March 1, 2019

The Hawaii Cattlemen's Council (HCC), Hawaii Beef Industry Council (HBIC), and the Hawaii Rangeland Stewardship Foundation are affiliated but independent non-profit trade organizations. HCC is focused on policy issues for the benefit of all engaged in Hawaii's beef industry whether HCC members or not. HBIC is focused on building demand for beef and is a Qualified Beef Industry Council (under the National Beef Check-off Program). Hawaii Rangeland Stewardship Foundation (HRSF) seeks to perpetuate Hawaii's rangelands through sound land stewardship, thereby preserving open space, supporting local food production, and promoting enhanced eco-system services attributable to Hawaii's rangelands through education and advocacy. The organization (HCC/HBIC/HRSF) needs skilled, full-time, long-term leadership to ensure an operating environment for the local beef industry which maximizes the opportunity for all producers to be profitable and sustainable. That environment is characterized by the following:

1. Trust, fairness, positive attitude and integrity amongst all stakeholders allowing for open and effective communication and the willingness to share pertinent, non-proprietary data.
2. Working to ensure viable market and transportation options that allow choices and flexibility.
3. Supporting adequate industry infrastructure particularly for slaughter and processing.
4. Working to support a beef industry and business climate which is able to attract investors.
5. Supporting competition among local producers and brands that drives quality up but not prices down.
6. Creating a well-intentioned base of customers, policy makers, and community in general, who need education about our industry.
7. Creating a sense of partnership and unity among key industry stakeholders to work together for the good of the industry.

JOB SUMMARY:

The Managing Director (MD) shall be the chief executive officer of HCC, HBIC, and HRSF ("the Organizations"). With the oversight of the organization's three boards and in consultation with their Presidents or Chairs, the MD shall provide leadership, initiative, and direction driving Hawaii's beef industry to maximize profitability and sustainability. The MD shall also be responsible for carrying out the policies and objectives of the Organizations. S/He shall be fully responsible for the supervision of all personnel employed by the Organizations according to guidelines developed by each of the Organizations. S/He shall employ such personnel as required to conduct the affairs of the Organizations; according to guidelines developed by the same. S/He shall provide staff assistance to the neighbor island cattlemen's associations and committees as required including the maintenance of all records of the Organizations. S/He shall be the custodian of all funds and other assets of the Organizations and shall transact such business for the Organizations as required by their Bylaws or their Board of Directors. S/He shall cause a full report of the financial affairs of the Organizations to be made at each regular meeting of the Board of Directors or the membership. S/He shall maintain communications as necessary with members and the general public. S/He shall maintain a personal demeanor and reputation of the highest standards.

ESSENTIAL JOB FUNCTIONS OF THE MANAGING DIRECTOR (ALL ORGANIZATIONS):

1. Serve as the Chief Executive Officer of both organizations to provide leadership, initiative and guidance.
2. Serve as the chief operating and administrative officer responsible to the Executive Committee and

Board of Directors for the effective conduct of the affairs of the Organizations

3. Supervise the receipt and disbursements of all funds.
4. Furnish the Board of Directors with a complete audit of HCC's records and accounts prepared by Certified Public Accountant whenever same may be requested by the Board.
5. Recruit, hire, train and terminate (if necessary) employees, purchase any necessary supplies, arrange for necessary officers and exercise any other prerogative essential to carrying the duties of the MD.
6. Act as the secretary of the Board of Directors or designate a secretary pursuant to the Organization's Bylaws.
7. Direct and coordinate all Organization programs and generally serve as the managing officer of the Organizations under the policies prescribed by the Board of Directors.
8. Recommend and participate in the formulation of policies and procedures, and within those frameworks, plan, organize, coordinate, control, and direct the programs and activities of the Organizations.
9. Plan, organize, direct and coordinate the administrative details for daily routine operation.
10. Keep the Executive Committee and Board of Directors fully informed on the conditions and operation of the Organizations.
11. Serve as the lobbyist for the cattle industry in Hawaii, providing testimony on behalf of the industry, advise all public policy discussions within the Organization and be the curator of all of the Organization's public policy positions approved by the Government Affairs Subcommittee and/or the HCC Executive Committee.
12. Maintain proactive positive working relationships with internal and external groups.
13. Maintain liaison with the National Cattlemen's Beef Association and other appropriate organizations.
14. Maintain liaison with all state and federal agencies impacting the Organization's members.
15. Keep personally informed of changes on local, state and national levels that affect the Organization's programs and its membership.
16. Execute all decisions of the Executive Committee and Board of Directors on matters of policy.
17. Responsible for implementing all other duties and instructions relating to operations of the Organizations as directed by the Executive Committee and Board of Directors.

ADDITIONAL MD JOB FUNCTIONS UNIQUE TO HCC:

1. Lead the annual review and update the HCC Strategic Plan.
2. Develop and supervise an effective program of membership recruitment and retention.
3. Manage the finances of HCC, including the preparation of the annual budget which shall be reviewed and revised by the Executive Committee of HCC.
4. Serve as chief spokesperson for HCC.
5. Produce, update and enforce the provisions of all HCC employee manuals, financial policies manuals, essential accounting manuals, and any other policy manuals prescribed by the Executive Committee or law.
6. Actively represent HCC before State and County legislative bodies to provide valuable information and act as a resource to those policy makers to assist them in developing good public policy

ADDITIONAL MD JOB FUNCTIONS UNIQUE TO HBIC:

1. Administer the Beef Check-Off program in the State of Hawaii in accordance with the requirements of the "Beef Promotion and Research Act and Order" and the Cattlemen's Beef Board including collection and compliance, record keeping and submitting required reports and information according to established schedules.
2. Prepare an annual Strategic Marketing Plan for the Council which coordinates with and extends the unified long-range plan of the beef industry within the State of Hawaii to the extent possible.
3. Develop and execute programs and projects with the oversight of the Chair and the Council that will accomplish the goals and objectives of the Council's marketing plan and that coordinate and extend those of the national efforts to the extent possible
4. Maintain working relationships with State industry and agricultural organizations, appropriate

national beef and cattle organizations, other State beef councils and appropriate public and private organizations and consumer groups who are important to the successful implementation of the programs and projects of the Council's Marketing Plan.

5. Design and implement an industry feedback and check-of awareness program that effectively informs Hawaii's producers of check-off programs and activities.

ADDITIONAL MD JOB FUNCTIONS UNIQUE TO HRSF:

1. Lead the fundraising activities of the foundation.
2. Develop and supervise an effective program of advocacy and educational outreach to donors and outside organizations.
3. Manage the finances of HRSF, including the preparation of the annual budget which shall be reviewed and revised by the HRSF Board of Directors.
4. Serve as spokesperson and lead outreach for HRSF.

CHARACTERISTICS OF THE SUCCESSFUL CANDIDATE:

1. A leader, self-starter, manager and a visionary.
2. Have a college degree.
3. Demonstrate effective oral and written communications.
4. Successful supervisory experience.
5. Must be willing to travel extensively within state and occasionally out of state.
6. Possess relevant degree of computer literacy.
7. Experience in developing and maintaining an annual budget.
8. Solid knowledge of the agriculture and beef industries.
9. Good communicator and diplomat.

GENERAL INFORMATION

To apply please send a cover letter and resume to office@hicattle.org. Deadline to submit resumes is 5 p.m. HST, January 25, 2019

Hawaii Cattlemen's Council, the Hawaii Beef Industry Council and the Hawaii Rangeland Stewardship Foundation are equal opportunity employers and maintain a policy of nondiscrimination for employees and applicants for employment