

U.S. CattleTrace, Inc.
Executive Director
Job Description and Qualifications

Details

Job Type: Full Time

Location: Manhattan, Kansas

Reports to: U.S. CattleTrace Board Chairman

Salary: \$90,000 - \$130,000

Essential Functions and Responsibilities

Organizational Vision and Board Engagement

- Lead the strategic direction of the organization in coordination with the U.S. CattleTrace Board (USCT) and Industry Council (Advisory Committee) volunteer leaders
- Lead the implementation of the U.S. CattleTrace Vision for the Future strategic plan, including the development of partnerships, programs and resources, data privacy and legal agreements, etc.

Administration

- Manage staff, consultants and contractors
- Oversee, guide and support the efforts of industry USCT Board and Committees
- Finalize Phase 1 of the CattleTrace project, effectively move USCT into Phase 2 and lead USCT to Phase 3

Fundraising and Budgeting

- Manage fundraising and financial operations, budgeting, and reporting
- Ensure financial resources are utilized effectively and appropriately to advance the USCT mission

Communications

- Manage internal communications for the Board, Advisory Committee and other partners
- Oversee marketing and branding strategy and efforts

Database Administration

- Manage the relationship with the database management company
- Ensure the data access process is meeting expectations of the industry and USCT board
- Serve as the primary contact for technology partners and data providers – e.g. Micro Technologies, Fort Supply Technologies, etc.

Industry and Stakeholder Relations

- Ensure U.S. CattleTrace continues to be a leader in traceability on a national level
- Build and develop current and future partnerships and alliances at the state and national levels to advance the U.S. CattleTrace Vision for the Future plan

Qualifications

- Bachelor's degree in a related field is strongly preferred
- At least five years of experience in leading an organization is strongly preferred
- A working knowledge of the cattle industry
- Demonstrate outstanding communications skills, including verbally, visually and in writing to multiple stakeholders
- Demonstrate an ability to create long-term relationships with donors, partners and other industry stakeholders
- Ability to articulate a passion for an enhanced disease traceability program to multiple industry stakeholder groups
- Flexibility to adapt as the organization develops and grows
- Willingness to travel
- Understanding of finance, accounting, budgeting, and marketing basics

How to Apply

To be considered, a resume, cover letter and list of references should be sent to U.S.

CattleTrace at careers@uscattletrace.org by the priority deadline of April 1 or until the position is filled.