Organizational Overview

The Dairy Alliance is a nonprofit organization funded by dairy farm families of the Southeast. We work diligently with dairy farmers, foodservice, schools, health professionals, local organizations, state leaders, the media and the public to promote dairy foods and knowledge about the dairy industry. Our efforts center in eight states: Alabama, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee and Virginia.

Vision

We are global advocates for dairy as an essential ingredient to life.

Mission

Everything we do is market focused and proactively promotes and protects the interests of the Southeast dairy farm families.

For more information on The Dairy Alliance please go to www.thedairyalliance.com

Position Overview

The CEO is responsible for the overall operation, finances, administration, membership communication and programming of the Association. Reports to the Board of Directors and implements policies approved by the Board. The CEO oversees four direct reports (Chief Strategy Officer, Chief Financial Officer, Director of Communications and Farmer Relations and Executive Assistant) and is responsible for 38 total employees and an $11 million budget.
Position Accountabilities & Responsibilities

Board Responsibilities

• Reports regularly to the Board regarding program plans, content, and results; budget and financial status of the organization; personnel issues; and other issues of concern to the Board.

• Identifies key issues for Board consideration.

• Initiates development of policies for Board approval and ensures the implementation of all Board policies and actions.

• Regularly provides the Board with adequate information to help the Board reach sound decisions and establish policies.

• Attends all Board and Board Committee meetings and participates in Board and Committee meeting discussions.

• Facilitates new Board member orientation.

• Consults with the Board leadership in preparation of the agenda and materials for Board and committee meetings.

Strategic Leadership, Planning & Supervision

• Provides strategic direction for the Association’s leadership team.

• Establishes a Staff Leadership Team to assist in long-term and short-term planning and carrying out the mission and objectives of the organization.

• Works with Staff Leadership Team and staff to develop and implement strategic plans (long term), operational plans (1-year), and results management for the organization.

• Develops a staffing structure that supports the efficient delivery of programs and services, accomplishment of goals and effective management.

• Oversees all human resource-related processes, including selection, evaluation, compensation, and termination of all employees to ensure a staff (numbers and qualifications) to meet the organization’s objectives.

• Ensures appropriate personnel policies and procedures are developed, as approved by the Board as appropriate and maintained.

• Provides leadership, guidance, and empowerment to staff members for support and development of their goals.

• Carries out supervisory responsibilities in accordance with the organization’s policies, as approved by the Board of Directors, and applicable laws.

• Participates in selected professional development and training seminars.

• If licensed or certified in an area related to the position, maintain credentials related to position.
Program Responsibilities

• Oversees the planning, development, implementation, supervision, and evaluation of all The Dairy Alliance programs to ensure overall fulfillment of The Dairy Alliance’s mission.

• Serves as the chief spokesperson for The Dairy Alliance and is responsible for all public and media relations.

• Represents the organization as its chief executive officer in dealings with Dairy Management, Inc. (DMI), National Dairy Board (NDB), United Dairy Industry Association, Inc. (UDIA), National Milk Producers Federation (NMPF), Milk Processor Education Program (MilkPEP) and other organizations, task forces, committees, individuals, and the general public.

• Serves on DMI Committees, as appropriate, to represent The Dairy Alliance’s interests.

Management of Administrative Responsibilities

• Responsible for the overall financial security of the Association. In conjunction with the Board of Directors, responsible for the maintenance and securing of funding.

• Ensures that the financial affairs of The Dairy Alliance are conducted in accordance with policies and guidelines established by the Board and generally accepted accounting principles.

• Establishes operating procedures (in conjunction with the applicable laws and Board policy) and determines all matters of administrative and supervisory detail in connection with the operation and maintenance of the organization.

• Manages the appropriate use of The Dairy Alliance financial, material and personnel resources and ensures the maintenance of all necessary records.

• Provides regular financial statements to the Board.

• Directs the preparation of the annual budget and program plan and submits them to the Board for approval.

• Approves expenditures within the limits of the Board-approved budget.

• Ensures that sound risk management policies are in place.
Member, Dairy Industry, and Other Communications

- Develops relationships and maintains frequent communication with key funding sources and Board members. Represents company as a knowledgeable and trustworthy leader responsible for operating the business.

- Manages and coordinates the planning and development of The Dairy Alliance’s member communications program, including membership building and maintenance.

- Support and maintain regular direct relationships with State ADAs, co-op management, out of area organizations, and that of other organizations involved with and/or producing The Dairy Alliance income.

Key Priorities

- Make a concerted effort to be highly visible, establish genuine rapport, and form positive working relationships with all key stakeholders (Dairy Farmers, Board, Staff, Dairy Management, Inc., peer State and Regional CEO’s, and other allied dairy organizations).

- Be a visible presence, seeking to build bridges, enhance relationships, communication and camaraderie between all the states in the region.

- Perform an organizational assessment and make recommendations to build infrastructure and enhance operational effectiveness.

- Ensure that current programs have a solid return on investment and are effectively promoting and selling more dairy products.

- Continue to foster existing external relationships and seek additional industry partners to further the organization’s impact.

- Seek ways to enhance the image and reach of the organization.

- In collaboration with the Board, establish key metrics to track organizational progress.
Ideal Candidate Profile

The ideal candidate will be a visionary team leader and culture builder, who remains dedicated to the mission and The Dairy Alliance’s Board of Directors. Working closely with the Board, he/she must be committed to organizational growth through teamwork. The successful candidate will be a strategic and forward-thinking marketing executive with a track record of increasing sales and growing organizations, possessing a reputation for forming strong personal and professional relationships. He/She should be politically savvy, without being political.

The ideal candidate must also have unquestioned personal integrity, professionalism, and a positive work ethic. He/She will have strong presentation and communication skills with an outgoing, personable and inclusive management style. This individual will be a great listener, and viewed as such, who patiently and sincerely seeks input from all stakeholders. The ideal candidate will develop a workplace culture and environment where staff looks forward to coming to work, where an appropriate sense of humor and camaraderie is a part of daily ways, and work is a passion rather than just a means to earn an income. The ability to communicate with clarity and motivate people is a critical requirement. The capacity to connect with people at all levels, and the humility to accept shortcomings and the thirst for ongoing growth and development is also needed.

The ideal candidate will have command presence and be a transparent, gifted and engaging communicator, whether speaking one on one or in front of a large audience. This individual will act as a “Chief Mission Officer”, with applicable business acumen, and possess a genuine, visible, infectious passion for advancing the reach of The Dairy Alliance’s impact in the market.
Preferred Qualifications

Bachelor’s degree in business, marketing, management, agriculture science, food, nutrition, or related field from an accredited college or university is required. A minimum of 8 years of experience in management is also required. Experience in management of non-profit associations is a plus.

Knowledge, Skills, and Abilities

- Ability to make timely and appropriate decisions in line with strategic goals; understands business implications of decisions. Ability to align activities with Organization Mission, Vision, Values, Strategic Objectives, and Policy Manual.

- Ability to lead and delegate work assignments; monitor activities; provide recognition for results; provide performance evaluations and feedback; and develop subordinates’ skills and encourages growth.

- Ability to commit to long hours of work when necessary to achieve goals.

- Excellent interpersonal, verbal, and written communication and customer service skills; demonstrated team-building ability.

- Good organizational skills; ability to manage time effectively, prioritize and handle multiple tasks/projects, and meet deadlines.

- Knowledge of Microsoft Office Suite of software Programs (MS Word, PowerPoint, Outlook) and similar programs.

- Ability to travel extensively, primarily within The Dairy Alliance region as well as to other parts of the country for national meetings, etc.

Location

Atlanta, GA (with national travel). Relocation assistance provided

The Dairy Alliance is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by law.

For more details and confidential inquiries, please contact:

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