



## **EXECUTIVE DIRECTOR**

### **JOB SUMMARY**

Serves as the Executive Director of Arkansas Rice; Responsible for the overall management of the Arkansas Rice Federation, Arkansas Rice Council, Arkansas Rice Farmers and all contractors associated with Arkansas Rice; Reports to the Arkansas Rice Federation Board of Directors

### **DUTIES AND RESPONSIBILITIES**

- Overall administrative, strategic and operational management of trade association including employees, consultants, programs, members and execution of duties therein
- Provides consistent quality of organizational management, general and member communications, finance and administration, media relations, promotional and event activities
- Engages consultants, board members, and USA Rice
- Maintains and supports a strong Board of Directors of Arkansas Rice and its member boards
- Represents Arkansas Rice at meetings, conferences, and other professional settings
- Functions as the spokesperson for Arkansas Rice
- Provides preparation and oversight for annual budget proposals to the Arkansas Rice boards and submission to USA Rice
- Lead ARF's advocacy efforts (lobbying) with the Arkansas General Assembly and the federal delegation. Provide leadership for fund raising and management of ARF's Political Action Committee.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the Arkansas Agricultural industry and rice industry
- Excellent communication skills, both written and verbal
- Demonstrated skills in strategic planning, project management, and media relations
- Consensus-building skills and political savvy
- Budgeting and financial management skills
- Trade association management experience
- Personnel management
- Quick decision-making skills, attention to details and ability to set and meet deadlines