

**Delaware Soybean Board**  
Executive Director Position Description

*The Delaware Soybean Board's mission is to invest Delaware soybean checkoff dollars to create opportunities for Delaware soybean farmers to become more profitable and efficient. Our vision is to be a leader in research, marketing and education for the benefit of Delaware soybean growers and the greater Delaware agricultural industry. The Executive Director works with the DSB Board of Directors to achieve their mission and vision.*

**QUALIFICATIONS**

1. A degree in a related field or equivalent in work experience.
2. Three years' experience in organization or association work
3. Demonstrated managerial abilities
4. Public speaking or other communication skills with evidence of ability to communicate well with farmers, agribusinesses, farm organizations, professional organizations, media, and the public.
5. Willingness to travel both within and out of state.
6. Familiarity with agriculture, especially soybeans.
7. Computer proficiency.
8. Ability to work independently.

**ACCOUNTABILITY**

Executive director shall be hired by and responsible to the chairman and directors of the Delaware Soybean Board.

**GENERAL RESPONSIBILITIES**

1. Facilitate through the Board the planning, evaluation, coordination, and implementation of informational, promotional, and educational programs to benefit Delaware soybean farmers.
2. Responsible for contracting, strong Board and organizational relations, and building grower opportunities for profit through promotion, research and educational activities.
3. Develop an annual budget and projects with goals in coordination with state checkoff board farmer leaders and be accountable for activities of the checkoff program.
4. Maintain the records of the board as described in the bylaws and policy handbook.

**SPECIFIC RESPONSIBILITIES**

1. Work closely with the board to develop and expand checkoff programs including education, producer communication, promotion, and research activities that are deemed necessary.
2. Recommended organizational procedures and accept administrative responsibility for nomination of directors to the board and the national soybean promotion and research Act & Order.
3. Support the board's strategic plan by facilitating awareness of the soybean checkoff's value to farmers and promoting the soybean industry and its products to consumers.
4. Organize meetings and conference calls, including annual August budget meeting, December meeting, January research meeting, and March meeting, including materials, RSVPs, location and catering, preparation and follow up.

5. Work with bookkeeper and treasurer to create budget, manage cash flow and monitor compliance to checkoff procedures.
6. Assist in identification of new board members and their orientation; maintain record of board members and their terms of service and elections.
7. Monitor United Soybean Board and industry communications; attend meetings as needed.
8. Maintain and submit materials for compliance and financial audits as appropriate.
9. Manage staff/contractors for performance of projects.
10. Ensure elevator audits are conducted as required.
11. Release RFP, manage Letters of Intent and submissions of research proposals, research agreements, mid-year reports and final reports. Manage results of research, including protection of DSB rights to patentable information/discoveries.
12. Develop and maintain strategic partnerships with industry groups including the United Soybean Board, Atlantic Soybean Council, Delmarva Poultry Industry, Delaware Farm Bureau, University of Delaware, Delaware Department of Agriculture and others.
13. Fulfill requirements set forth by the USDA and USB from time to time, including diversity outreach, annual submissions to national research database, National Research Strategy, etc.
14. Field calls from Delaware farmers regarding the checkoff.
15. Identify candidates and complete/submit nominations for USB directors when necessary.
16. Consult regularly with the chairman on issues of importance; and perform any other duties which may be deemed essential by the board or its chairman, provided that they meet reasonable expectations for this position and are compliant with the Act & Order.
17. Work with contractors in the development of all pertinent producer and researcher-oriented materials.

The Executive Director position is a part-time contractual position and does not offer benefits.

To apply, please send a cover letter, resume and the names and contact information for three references to Cory Atkins, DSB Chairman, at [corysproduce@yahoo.com](mailto:corysproduce@yahoo.com).