

## **Job Title: Executive Director**

### **The Position**

The Pennsylvania Forest Products Association is currently seeking an Executive Director to administrate all aspects of the Association. The ideal candidate must be a self-starter, highly motivated individual with an aptitude to form and maintain internal and external relationships. Proficient demonstration of skills in both oral and written communication is a necessity. A four year degree and related work history experience preferred.

### **Duties and Responsibilities**

The Executive Director of the Pennsylvania Forest Products Association serves at the pleasure of the Board of Directors and leads a state industry association composed of sawmills, paper mills, secondary wood manufacturers, pallet mills, pellet mills, foresters, loggers, equipment vendors and other entities related to the industry. His allocation of time to various initiatives is at his discretion and will vary with the activities of the moment, but over the course of an extended period, his activities are perceived to reflect as follows:

1. The majority of his time, in excess of 50%, is dedicated to serving in some capacity as a liaison between the Pennsylvania Forest Products industry and Pennsylvania State Government. Activities in this pursuit include visits to the Capitol meeting with individual legislators and their staff, serving on advisory committees and maintaining relationships with staff of the Department of Conservation and Natural Resources (DCNR); the Game Commission; the Department of Community and Economic Development (DCED); the Department of Agriculture; Department of Environmental Protection (DEP), and many other various divisions of state government. Regarding the Department of Agriculture; the Hardwood Development Council (HDC) is under that auspice, and the PFPA Executive Director has historically served on their board.

He is responsible for hosting events such as the Annual PFPA Legislative Event every April in Harrisburg that facilitates interaction between key legislators and agency personnel and PFPA members. The Executive Director is tasked with representing PFPA at regional events that are sponsored by legislators or state agencies and continuous correspondence that documents the Association's position on matters of concern.

2. Around 20% of the Directors time is dedicated to two very important relationships that the association maintains, that being our involvement with PA Sustainable Forestry Initiative, and our alliance with Penn State, to include the Biennial Timber Show.

3. Approximately a third of the Director's time will be spent in communication with the association's members. Historic methodologies that accomplished typically used include the weekly publication of a newsletter, Quarterly Board Meetings, an Annual Member Meeting, a number of regional breakfast meetings at various venues across the state to cover specific topics and conference calls.

Not specifically addressed above is the management of staff, a continued dedication to membership growth, some interaction on the Federal level, and involvement with other associations that promote our industry. This would mostly involve the Regional Hardwood Utilization Groups (HUGS), such as the Allegheny Hardwood Utilization Group (AHUG), the Keystone Forest Products Association (KWPA), the Northern Tier Hardwood Association (NTHA), the Penn-York Lumberman's Association, and certainly others.

### **Location and Contact**

The position will office at the Associations current location in downtown Harrisburg, PA. Salary commensurate with experience. Interested applicants should send a cover letter and resume by July 15th via email to [pfpa@paforestproducts.org](mailto:pfpa@paforestproducts.org) or mail to:

Pennsylvania Forest Products Association  
301 Chestnut Street, Suite 102  
Harrisburg, PA 17101  
To the attention of: Michelle McManus