



Title:	Executive Director	Date Reviewed: 3/2021
Supervisor & Title:	C Cullman, President	

Position Summary: Overall responsibility and leadership for meeting the foundation’s annual goals and objectives, as it relates to project management, IFEEDER visibility among stakeholders, sustainability thought leadership, fundraising campaign, donor stewardship, and communications of foundation project value to donors.

Position Responsibilities:

IFEEDER Leadership:

- Provide visionary leadership to Foundation activities including program development, strategic partnerships, and collaborative resourcing
- Work with the IFEEDER Board of Trustees to provide accountability for IFEEDER programming and finances
- Maintain regular communication with IFEEDER Committees
- Manage Committees’ engagement to leverage expertise and outside resources
- Facilitate Committee reviews of project recommendations to the Trustees
- Provide sustainability thought leadership for the animal food sector

Fundraising:

- Develop and implement effective donor fundraising plan to meet/exceed annual goals and objectives including AFIA corporate and individual members, allied donors, appropriate foundations and government grants
- Successfully maintain and increase reoccurring donor commitments
- Ensure receipts for all donor commitments
- Develop and recommend methods to include Trustee relationships and other resources to enhance the effectiveness of the overall fundraising process

Donor Stewardship:

- Provide overall leadership for the donor stewardship plan, including but not limited to donor recognition, thank you, newsletters and communications on the value of the impact that foundation projects are bringing to donors and the industry
- Maintain awareness and enthusiasm for ongoing contributions to IFEEDER, based on the impact their contributions are making

Project Management:

- Manage projects to completion within the budget and to achieve desired outcomes
- Ensure the intended and realized impact of funded projects is well understood and communicated (ROI)

- When appropriate, develop and lead collaborative efforts with other stakeholders to achieve strategic objectives

Public Relations:

- Participate in industry forums and activities that are aligned with IFEEDER's mission and vision
- Identify and nurture broader industry coalition partner relationships that support the overall focus of IFEEDER
- Participate in media interviews as appropriate and arranged by the AFIA communications team
- Lead the writing and review of IFEEDER collateral materials including brochures, blog posts, newsletter, website and annual report

Strategic Planning:

- Implement the strategic direction as defined in conjunction with the Board of Trustees, Chair and President

Knowledge and Experience:

- BS in agriculture or related degree
- Agriculture industry foundation experience a plus
- Working knowledge of broad agricultural issues including sustainability
- Ability to supervise, team build, collaborate within organization, including AFIA member organizations
- Excellent verbal and writing skills
- Strategic thinker and implementer of change
- Dynamic personality with good project management skills
- Ability to invigorate, motivate and collaborate with individuals and groups outside of AFIA working on the same/similar issues
- Foundational knowledge of regulatory environmental issues facing farmers, ranchers, feed manufacturers, the food sector, and rural America
- Ability to develop sustainable organizational policies or practices.
- Understanding of methodologies and procedures to assess the viability or success of sustainability initiatives and individual program effectiveness

Support Resources Available:

- IFEEDER President
- IFEEDER Board of Trustees and committee members
- Executive assistant
- AFIA Vice President, Legislative and Regulatory Affairs
- AFIA Vice President, Membership & Public Relations & Corporate Secretary
- AFIA Controller & Operations Manager/IFEEDER treasurer
- AFIA Director, Communications
- Allied associations and related resource groups

Interested applicants should send a resume and cover letter to Constance Cullman, President, IFEEDER via email at ccullman@afia.org by April 8, 2021.