

# ***EXECUTIVE DIRECTOR***

## ***MidAtlantic 4R Nutrient Stewardship Association***

### ***Who we are***

The Mid-Atlantic 4R Nutrient Stewardship Association (MA4R) is a 501(c)(3) non-profit organization founded in 2017 whose mission is to ***empower trusted advisors to ensure that every nutrient application in the Mid-Atlantic Region is applied with the right source, right place, right rate, and right time to benefit farmers, the environment, and society.*** Our members include local alliances in the Mid-Atlantic region including the Delaware-Maryland 4R Alliance and the Pennsylvania 4R Alliance and we are governed by a board including agribusiness and conservation representatives. To learn more visit: [MidAtlantic4R.org](http://MidAtlantic4R.org).

### ***Opportunity to support the MidAtlantic 4R Nutrient Stewardship Association Mission:***

As the new Executive Director, you will lead the MA4R to fulfill our mission and execute a recently completed 5-year strategic plan. With support from the board, you will build upon long-standing partnerships with the private sector, government agencies, private foundations, academia, conservation organizations, and the agri-business community to advance efforts aligned with the MA4R mission and strategic objectives. As Executive Director, you will strengthen and grow the organization by developing strong internal systems and processes, expand our reach to engage new agribusinesses and other partners, and diversify our funding to advance critical projects.

### ***Essential Functions***

#### ***Leadership & Management:***

- Develop, maintain, and support a strong Board of Directors. Serve as Ex-officio of the board; seek and build board involvement with strategic direction.
- Develop policies and procedures to support the MA4R
- Provide leadership in developing program, organizational and financial plans with the MA4R Board, and carry out plans and policies authorized by the board.
- Plan, promote, and administer all official business meetings of the MA4R
- Grow the organization by building and managing new staff capacity to carry out the mission of the organization and supervising employees.

#### ***Communications***

- Maintain communications between MA4R and members (local alliances) to keep them informed of programs, projects, and status of the organization.

- Publicize MA4R activities, its programs and goals.
- Build and maintain collaborative relationships with agricultural and conservation organizations, government officials and agencies, private businesses, and others to further the interests of the MA4R.
- Serves as a public spokesperson for the MA4R to both internal and external stakeholders.
- Represent the MA4R and give presentations at appropriate meetings and official events.

### *Budget and finance*

- Develop, implement, and administer the MA4R's annual budget with Board approval and oversight.
- Responsible for developing and maintaining sound financial practices and procedures.
- Seek additional public and private financial partners with similar goals and objectives.
- Lead grant proposal development and perform grant management for funded projects.
- Conduct official correspondence of the organization and execute legal documents.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.

### *Qualifications*

- Minimum of a B.S. degree in agriculture, business, conservation, or a related field with at least 10 years of organizational or nonprofit management experience.
- Demonstrated experience effectively leading a goal-oriented organization and staff.
- Experience building and maintaining partnerships.
- Relationships with agencies, organizations, private foundations, and other relevant partners.
- Experience writing and managing grants.
- Thorough working knowledge of commercial agriculture including nutrient management and agricultural conservation practices.
- Experience in strategic planning and leading multi-stakeholder partnerships and initiatives.
- Proven negotiation and partnership development skills.

### *Location:*

The Executive Director will be based out of the home preferably in South-Central Pennsylvania, Maryland, Delaware, or Northern Virginia to easily travel to meetings and field visits in the Mid-Atlantic region.

Daily, including some evenings, and overnight travel to meetings, conferences and site visits required.

### ***Compensation and Benefits***

MA4R provides an excellent benefits package, including medical, paid holidays, vacation and sick time. This is a full-time, salaried position with a starting salary range of \$85,000 - \$100,000 with performance-based growth opportunities.

### ***How to Apply:***

Anyone with interest in applying for the role should email a cover letter, resume and two professional references to [midatlantic4r@gmail.com](mailto:midatlantic4r@gmail.com) Questions about the role can be directed to [Lindsay.mdag@gmail.com](mailto:Lindsay.mdag@gmail.com)

The application period will close Monday, October 7, 2024. We are anticipating a mid-November to early December start-date.