

Job Description - Executive Director

Mississippi Forestry Association
Jackson, Mississippi

Organization: The Mississippi Forestry Association (MFA) is a not-for-profit association that serves over 3,000 forest landowners, professional foresters, wood suppliers and timber harvesting contractors, forest industry companies, vendors and suppliers, and others interested in Mississippi's forestry community. In addition, MFA serves as a statewide sponsor for a network of sixty-five county forestry association affiliates in more than seventy counties representing over 10,000 local members.

Position: Executive Director

MFA Management Structure: The executive director reports directly to the MFA Executive Committee and Board of Directors. All MFA policies and procedures are established by MFA's Executive Committee and Board of Directors which are elected by the membership.

Professional Skills and Abilities Required: Applicant should possess an acumen for business and exceptional leadership skills. Applicant should be a visionary who finds innovative ways to grow the association and reach new stakeholders, and he or she should be comfortable engaging with a diverse group of members and stakeholders. Applicant should have excellent oral communication skills and the ability to address groups and media with or without preparation time. Travel will be required, and a knowledge of Mississippi is beneficial. Economic development, political, fundraising, and grant experience are all preferred but not required.

General Responsibilities: The executive director serves as the chief staff officer of the association. The executive director is responsible for the operation of the headquarters; recruiting, hiring, development, supervision, performance review, discipline, and termination of all staff and contractors; establishing and adjusting all staff and contractor compensation; development and oversight of the association's Strategic Plan; and administration of the association's finances. The executive director administers and manages all areas of the association's operations to accomplish the goals and objectives of the Strategic Plan. The executive director is responsible for the annual budgets of the Mississippi Forestry Association, Mississippi Forestry Foundation, Mississippi Tree Farm Committee, SFI State Implementation Committee, Professional Logging Manager Program, and Mississippi Forest Sustainability PAC, along with the reserves and other assets. The executive director must cooperate and communicate with all MFA staff and members and must complete tasks in a timely manner. The executive director must also be reliable and punctual.

Salary: Commensurate with qualifications and experience.

Benefits: Standard MFA benefits package.

Minimum Education and Experience: A bachelor's degree in forestry or natural resources is preferred but not required. An advanced degree is preferred but not required.

MFA is an equal opportunity employer. MFA does not discriminate on the basis of race, color, religion, sex, or national origin.

Specific Responsibilities:

1. Staff Liaison

Serve as the staff liaison to the Board of Directors and the following MFA committees: Executive, Nominating, Finance and Audit, Government Affairs, Strategic Planning, Timber Harvesting, and MSU Forestry Liaison.

2. Mississippi Forestry Foundation

Serve as an ex-officio member and secretary of the Mississippi Forestry Foundation.

3. Management

Responsible for the overall management of the association's programs, services, finances, and assets. This includes managing association contract services, employee benefits, accounting, legal, banking, lobbying, investments, 401k program, insurance, etc.

4. Government Affairs

Responsible for overseeing the association's government affairs strategy and lobbying efforts in conjunction with the Government Affairs Committee, Executive Committee, Board of Directors, and MFA contract lobbyist.

5. Strategic Plan

Responsible for the development of the association's Strategic Plan in cooperation with the Strategic Planning and Executive Committees.

6. Outreach

Actively strive to develop and improve relationships with government agencies, elected officials, and allied organizations strategic to accomplishing MFA's goals and objectives. Promote and represent all aspects of forestry and the forest industry of Mississippi within the state, region, and country. Serve on additional boards and committees representing Mississippi and MFA, as approved.

7. County Forestry Associations

Oversee the network of County Forestry Associations across the state.

8. Communications

Communicate MFA issues and positions to the media. Provide information and news to MFA's *Tree Talk* magazine and *Voice of Forestry* e-newsletter. Assist communications coordinator with editing and proofreading *Tree Talk* and *Voice of Forestry*. Present programs and speeches to a wide variety of audiences including forestry groups and county forestry associations.

9. Economic Development

Assist the state and others in economic development efforts related to forestry in Mississippi.

10. Professional Development

Attend appropriate state-level and national professional society and association meetings and workshops. Attend and participate in an annual state forestry associations' staff retreat.

11. Other duties as assigned by the MFA Executive Committee, MFA officers, and Mississippi Forestry Foundation trustees.