

# GEORGIA PEANUT COMMISSION

## Job Description

**TITLE:** Executive Director

**POSITION OBJECTIVE:** Works under the direction of the Commission Board as the Staff Lead to oversee and manage the programs and projects of the Georgia Peanut Commission in the areas of research, education, promotion, and advocacy, and to foster ideas and advice to the Board. Oversees the management of all Commission resources, including professional, financial, and physical. Serves as the staff team leader and motivates the staff in the mission of service to Georgia's Peanut Farmers.

**POSITION LOCATION:** Primary location, Commission office, Tifton, Georgia, understanding there is no geographic limit to where tasks may occur.

**REPORTS TO:** Commission Board of Directors

**BACKGROUND:** The Georgia Peanut Commission was established in 1961. It is funded through a grower assessment on all peanuts produced and marketed in Georgia with the intent of carrying out programs in the areas of research, education, and promotion (including advocacy.) The Commission staff acts as a team to successfully complete its mission. The Executive Director manages this team day-to-day. Since 1961 the Commission has had four Executive Directors.

This position operates in a high-pressure environment and requires a great deal of commitment of time on the part of the individual. It is also a very diverse position which requires an individual with broad vision to truly lead. It requires a combination of depth and vision, people skills, management ability, and dedication to the purpose of the Commission.

**RESPONSIBILITIES:** Works under the direction of the Commission's Board of Directors, provides servant leadership qualities, and leads the Commission Staff.

Of critical importance, the Executive Director is charged with managing the Commission Staff. The current structure is a team structure which builds on individual strengths coming together for a common direction. It is important to provide the necessary resources needed for staff to excel and to assist with problem solving. The Executive Director must know when to be in the middle of something and when to step aside and let others meet their fullest potential. The Executive Director is largely responsible for the vision of the Commission and must work with the Board to set direction for the programs to be conducted.

This person oversees the day-to-day operation of the Commission. Tasks include but are not limited to investing the funds of the Commission, making sure the bills are paid, and reviewing the financial position of the Commission. This also includes coordination of Commission programs and staff which is the team charged with conducting the programs on a daily basis.

The Executive Director is the primary coordinator for advocacy directives including, but not limited to Washington legislative activities, State legislative activities, and industry relations. They must also take a lead in new initiatives and a visionary approach to developing future programs of benefit to the farmers.

Must conduct a reasonable share of farmer meetings including the Commission's presentation relating to the programs of the Commission to farmer stakeholders. Participates with other groups on joint initiatives, such as, but not limited to, the Southern Peanut Growers Conference, the Georgia Peanut Tour, and more.

Communicate with staff and Commission Board as directed, in order to foster the team approach.

Conduct self in a professional manner including dress, appearance, and presentation.

Perform all other duties as needed.

**EDUCATION:** Bachelor's degree with extensive work experience in agricultural management or related field or a master's degree or doctorate degree. Association experience is a plus. Preference will be given to individuals who have previous Chief Executive experience or other extensive coordination and management experience.

**SKILLS REQUIRED:** Firm grasp of grammar and writing. Computer skills including a minimum of word processing and spreadsheet applications. Time management and organizational skills. Financial management. Personnel management. Must excel in problem solving. Understanding of the legislative process in Atlanta and Washington D.C. will be beneficial. Ability for deep thought and visionary direction.

**PERSONAL ATTRIBUTES:** Solid work ethic. Willingness to learn and grow. Cooperative attitude with ability to be a team player and team leader. Moral character and ethical behavior are expected.

**ESSENTIAL FUNCTIONS:** Travel for conducting programs and willingness to work extended hours and weekends. Ability to lift boxes up to 25 pounds. Time management.

**SALARY AND BENEFITS:** Base depending on education and experience. State Retirement, State Health Insurance, State Flexible Benefits, annual leave and holidays. A clean drug test and Motor Vehicle Report are required, and a background check will be performed.

**To apply for this position, please send cover letter and resume to Don Koehler, Executive Director, Georgia Peanut Commission, P.O. Box 967, Tifton, GA 31793. Electronic applications will be accepted at [info@gapeanuts.com](mailto:info@gapeanuts.com).**