

Job Description: Executive Director – Wisconsin Livestock Breeders Association (WLBA)

Position Title: Executive Director

Reports To: Board of Directors (BOD)

Location: Wisconsin (primarily remote with occasional in-person meetings and events); Wisconsin resident preferred.

Job Type: Part time, flexible (some months require more time than others)

Salary: Competitive salary, based on experience.

About WLBA:

The [Wisconsin Livestock Breeders Association \(WLBA\)](#) is a member-based organization that serves as the voice for Wisconsin's beef, sheep, swine, and meat goat sectors. WLBA is committed to advocating for the livestock industry, providing educational programming, and organizing events that support livestock breeders, youth, and agricultural enthusiasts across the state.

Position Overview:

The Executive Director (ED) is the primary management position responsible for overseeing the daily operations of WLBA. The ED will provide leadership in the areas of financial management, member relations, event coordination, and organizational growth. This individual will work closely with the Board of Directors (BOD) and other stakeholders to ensure the association's goals are achieved and that WLBA continues to thrive as a key player in Wisconsin's livestock industry.

Key Responsibilities:

Leadership & Management

- Oversee the day-to-day operations of the WLBA office, ensuring smooth and efficient functioning.
- Lead efforts to advocate for the livestock industry both within and outside of Wisconsin.
- Provide leadership on key initiatives, ensuring alignment with WLBA's mission and vision.

Financial Oversight & Administration

- Manage the organization's financial health, including financial reports, budgeting, banking, payroll, and tax filings.
- Manage sponsorship solicitation, collection, and fundraising activities. Manage membership directory and facilitate collection of membership dues.

- Work with external accounting professionals for tax filings, including W-2/1099, quarterly tax returns, budgets, and annual reports.

Event Coordination & Program Management

- Plan, coordinate, and execute key WLBA events, including the Annual Meeting (spring), Master Stockman Award (March), Spring Preview Show (1st weekend of June), Livestock Show Camp (2nd weekend of June), and Summer Spectacular Show (end of August).
- Secure venues, vendors, sponsors, and presenters for events, ensuring all logistics and operational needs are met.
- Maintain registration databases for all events and activities, ensuring all forms, fees, and health records are properly managed and stored.

Communications & Member Engagement

- Maintain and update WLBA's website and social media platforms (Facebook) with event details, industry news, and organizational updates.
- Develop and distribute communication materials, including annual meeting notices, newsletters, and promotional materials for events.
- Ensure that all communication with members, sponsors, and the public reflects WLBA's mission and values.

Volunteer/Intern Management & Board Support

- Provide administrative support to the Board of Directors, including scheduling meetings, taking meeting minutes, and assisting with board-related activities.
- Coordinate volunteer/intern efforts for events and initiatives, ensuring that all roles are filled and responsibilities are clear.
- Assist in the recruitment and retention of new Board members and volunteers/interns to ensure the organization's ongoing growth and diversity.

Other Responsibilities

- Secure and manage the association's insurance needs with Board approval.
- Oversee the maintenance and security of WLBA equipment, supplies, and historical data.

Qualifications:

Required:

- **Education:** HS Diploma or equivalent
- **Experience:** Minimum of 3 years of experience in event coordination, or a similar leadership role in agriculture or a related industry.
- **Skills:**
 - Proven ability to manage and lead a team, board, and volunteers.

- Strong organizational and multitasking abilities, with an emphasis on time management.
- Excellent financial management and budgeting skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Zoom, and Google Docs/Google Drive.
- Experience with QuickBooks or similar accounting software.
- Strong communication skills, both written and verbal.
- Social media and website management experience.

Preferred:

- Experience with showman.app (livestock show management website)
 - Experience in Agriculture or Livestock: Familiarity with the Wisconsin livestock industry, including beef, sheep, swine, and meat goats.
 - Event Planning: Experience planning and executing large-scale events and coordinating volunteers.
 - Fundraising: Proven experience in soliciting sponsorships and fundraising for nonprofit organizations.
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Core Competencies:

- **Leadership:** Ability to inspire and manage a team, while providing clear direction and support.
 - **Attention to Detail:** Strong ability to handle multiple tasks while maintaining high accuracy.
 - **Relationship Building:** Ability to foster positive relationships with members, sponsors, board members, and other stakeholders.
 - **Problem Solving:** Demonstrated ability to identify challenges and proactively create solutions.
 - **Financial Acumen:** Comfort and expertise in handling budgets, financial reports, and tax compliance.
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Compensation and Benefits:

- Competitive salary, based on experience.
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Application Process:

Interested candidates should email a resume and cover letter outlining their qualifications and interest in the position to WLBA Board of Directors at wisconsinlivestockbreeders@gmail.com. Applications will be accepted until the position is filled. WLBA is an Equal Opportunity Employer.
