

# **MARBIDCO**

## **Executive Director Job Description**

### **JOB SUMMARY**

This position functions as the chief executive officer having overall management responsibility for the successful operation of the Corporation. The position requires excellent human relations skills, extensive knowledge and commitment to issues pertaining to rural economic development, and familiarity with public and private sector programs that serve agricultural and resource-based industries in Maryland. A track record suggestive of energetic and innovative leadership and experience in effectively interacting with rural community and rural industry leaders as well as elected and appointed public officials is also required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Fosters an environment that facilitates broad support for Maryland's farming, forestry and seafood industries as well as strong support for the mission of the Corporation.
- Supervises the staff and is responsible for the day-to-day administration of the Corporation.
- Establishes an organizational culture that promotes excellence in customer service delivery and sound financial management.
- Informs the Board of Directors on the progress of the Corporation's activities and initiatives.
- Prepares Board meeting agendas and attends all regularly scheduled Board meetings.
- Prepares the annual budget, monitors the Corporation's financial performance, and regularly reports to Board on the Corporation's financial condition.
- Assists the Board of Directors with strategic visioning and implementation of policy.
- Responds to viable opportunities to advance agricultural and resource-based business and industry in Maryland through capital accumulation, technology transfer and commercialization, and new markets development.
- Develops and maintains relationships with key stakeholders (federal and state agencies, commercial lenders, farm organizations and commodity groups, regional and local economic development agencies, educational institutions, etc.).
- Acts as a knowledgeable advocate in the public sphere for the agricultural, forestry, seafood and related-based industries, particularly in the economic development context.
- Maintains effective relationships with the Maryland General Assembly (e.g., the budget committees and the Rural Caucus) and other potential public and private sector funders.
- Maintains contact with Corporation stakeholders and officials from federal, state and local agencies and for-profit and nonprofit organizations to cement mutually advantageous linkages.
- Ensures that all required government reports are completed and filed in an appropriate and timely fashion.
- Undertakes other duties as may be assigned by the Board.

## **RELATED DUTIES WHICH POTENTIALLY MAY BE DELEGATED**

- Assists with the administration of Corporation loan and grant programs.
- Provides staff support to Corporation standing or ad hoc committees.
- Develops relationships with commercial lenders, monitors loans to ensure that contracts are being serviced properly; reviews lending institution records to verify that required program documentation is being maintained.
- Prepares program evaluations and reports and participates in the development of program standards.
- Oversees the design and production of periodic Corporation communications, published reports and other documents intended for internal or external audiences.
- Coordinates the compilation, preparation and distribution informative lists or directories that may be produced from time-to-time.
- Writes and/or provides editorial direction to Corporation personnel in writing speeches, legislative testimony, columns, op/ed pieces, letters and articles whose purpose is to keep the public and policy-makers informed of Corporation activities and accomplishments.
- Organizes regional and statewide informational workshops or seminars and participates in the preparation, coordination and implementation of an annual meeting.
- Organizes and conducts on-site briefings to explain program opportunities and promote participation; develops program brochures and promotional materials.
- Assists with the planning and logistics coordination of Corporation special events.
- Conceives and helps implement various marketing activities; assists with the preparation and presentation of displays and exhibits; writes promotional and/or brochure copy and helps with the production of trade show handouts; and staffs trade shows as needed.
- Oversees the handling media relations including such activities as preparation of news releases and feature articles.
- Oversees the maintenance of the Corporation's web site, making sure the information contained therein is up-to-date and "on message".
- Conducts occasional research on relevant policy issues and monitors legislation pertaining to agricultural and resource-based industry and rural economic development.
- Writes briefing memos, speeches and remarks related to Corporation events or policy development activities.
- Prepares routine correspondence and responds to requests for information from Corporation stakeholders, government officials, and others.
- Attends briefings and hearings conducted by public entities including the Maryland General Assembly, and provides oral testimony as appropriate.
- Oversees and/or maintains files, records and other materials pertaining to the Corporation.

## **TYPICAL DECISIONS MADE**

These include exercising considerable latitude and sound judgment concerning the operations of the Corporation and in managing relationships with subordinates, stakeholders, and policy-makers.

## **SUPERVISORY RESPONSIBILITIES**

This position has significant supervisory responsibility. The incumbent will determine the scope of work and duties for most Corporation personnel. At the outset, all full-time and part-time Corporation personnel will report directly to the incumbent.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty (above) satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Attributes:

- Knowledge of the nature and objectives of the Corporation.
- Working knowledge of effective rural economic development practices and good understanding of the challenges affecting agricultural and resource-based industries.
- Ability to establish and maintain effective working relationships with MARBIDCO board members, other employees, loan/grant applicants, bank officials and farm credit representatives, agribusiness leaders, state legislators, government officials (at the federal, state and local levels) and the general public.
- Excellent interpersonal skills with a proven track record of working well under pressure and with all types of people.
- Ability to communicate effectively, both orally and in writing.
- Working knowledge of the principles and practices of effective supervision, management and training.
- General knowledge of financial management, accounting and auditing practices and procedures, program planning and evaluation.
- Ability to operate a personal computer and use Microsoft Office software packages.
- Ability to travel and work varied hours in the performance of duties.

Desirable Additional Attributes:

- A leadership approach that is visionary, proactive, and politically savvy.
- Strong organizational and planning skills.
- A management style that is empowering, consensus and team building, and an appreciation and respect for the value of the contributions of Corporation staff.

- A competency to mediate and build consensus among diverse stakeholders.
- Ability to write quickly and effectively in the argumentative style for legislators, the pyramid style for editors, the sound-byte style for speeches and the sales style for marketing documents.
- General knowledge of the principles and techniques of loan administration, servicing, amortization and guarantees.
- Experience in planning meetings and /or staffing committees.
- Excellent follow-through and attention to detail.

**EDUCATION and/or EXPERIENCE**

- Bachelor’s degree from four-year accredited college or university.
- At least 5 years increasingly responsible experience that correlates with the Essential Duties described above.
- A Master’s degree in a relevant discipline may substitute for up to two years of required experience.

**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Possession of a valid Driver’s License.

**PROFESSIONAL ASSOCIATION MEMBERSHIPS**

Individual memberships likely to be required in the following organizations:

Maryland Economic Development Association  
Maryland Farm Bureau

MARBIDCO organizational memberships (illustrative):

MARBIDCO will maintain several additional organizational or associate memberships with appropriate stakeholding organizations (i.e., National Council of State Agricultural Finance Programs, Maryland Forests Association, Microenterprise Council of Maryland, Maryland Association of Counties, etc.)

**TRAVEL and OVERTIME REQUIREMENTS**

Given the fact that the Corporation will initially have a small staff with a sizable workload, moderate evening and weekend work will be required. Overnight attendance at trade association conferences as well as relevant professional development events is required (both in-state and out-of-state). Extensive travel by automobile around the State of Maryland is also required.

6/30/06