



Executive Director – Alberta Lamb Producers

Alberta Lamb Producers (ALP) is a dynamic partner in building a sustainable, thriving industry for sheep producers. ALP operates under Regulations of MAPA and is directed by producers through a board of seven directors. The Executive Director sits at the helm of our nonprofit organization, steering it, managing its operations and is responsible for carrying out our mission by implementing ALP's strategic plan for the Alberta sheep industry.

Overview

We have an exciting opportunity for an Executive Director role to join the Alberta Lamb Producers (ALP) Marketing Commission. The Executive Director shall have accountability, responsibility, and authority for the management of the Alberta Lamb Producers organization, and its day-to-day operations. As the sole full-time employee of ALP, the Executive Director is entrusted with implementing policies and directives set by the Board using financial and human resources. The Executive Director is also responsible for maintaining strong relationships within all sectors of the Canadian Livestock Industry and liaises with government representatives relevant to our livestock commission.

Duties and Responsibilities

- Implement all policies and action items arising from Board and Committee meetings
- To carry out policies and projects as directed by the Alberta Lamb producers Chair
- Ensure ALP's services meet industry needs
- Create new strategies for long term financial stability and putting them into practice.
- General office administration
- Financial services and reporting
- Producer and industry liaison and referral activities
- Manage projects, activities and associated funding
- Supervise maintenance of websites
- Supervision of staff
- Other related activities as necessary

Key Competencies

- An effective communicator with a high level of verbal and written skills
- A team player with proven collaborative attitude
- A creative planner and problem solver
- An experienced manager working with a variety of industry stakeholders

Qualifications and Skills

- Experience in agriculture industry will be given preference
- Experience managing staff and working with contractors
- Demonstrated organizational skills and ability to prioritize workload and work under time pressures to meet deadlines
- Demonstrated ability to use related equipment including Microsoft and Adobe software, Joomla, Social Media, and QuickBooks
- Experience managing financial resources, including: creating budgets, bookkeeping (Quickbooks), and financial reporting
- Experience with governance and reporting to a board of directors are assets

This is a full-time position, working Monday to Friday and is based in Airdrie, Alberta at the Agriculture Centre. Compensation will correspond with experience and qualifications. It includes some travel and some work on the evenings/weekends.

Qualified applicants please submit cover letter and resume to jordan@ablamb.ca. Application period will remain open until a suitable candidate is found.