

**IDAHO CROP IMPROVEMENT ASSOCIATION**  
**POSITION DESCRIPTION**  
**POSITION TITLE: EXECUTIVE VICE PRESIDENT**

The Executive Vice President reports to the Board of Directors of Idaho Crop Improvement Association, Inc. This position is located at 429 SW Fifth Ave., Suite 105, Meridian, Idaho, 83642.

**Position Description:** Acting at the direction of the Board, the Executive Vice President implements the programs, policies, and actions of the Board. The Executive vice President is the Boards operations and business manager, information liaison, and its representative in the absence of members of the Board.

**Principal Duties and Responsibilities:**

1. Manage the daily operations of the Association offices and supervise all staff members.
2. Administer the Association business activities; assume full responsibility for the management of the Association assets and resources.
3. Accurately maintain such financial and operational records, files, correspondence, minutes, and other information, as necessary, and adequately record the responsible operation of the Association.
4. Prepare and execute contracts, covering, but not limited to the following:
  - a. Land leases for winter grow-out of seed potatoes
  - b. Lease and sublease agreements for office space
5. Serve as the Association's manager of information, covering but not limited to:
  - a. Media relations
  - b. Grower relations
  - c. Industry relations
  - d. Program development
6. Evaluate on a regular basis the performance and effectiveness of all Association projects and personnel and submit such reports and recommendations to the Board as warranted.
7. Provide analyses and develop strategies to assist the Board in reaching long-range objectives. Initiate and assist in implementing agreed-upon strategies to move toward long-range objectives.
8. Oversee the maintenance of internal audit procedures for the phytosanitary inspection program.

**Knowledge, Skills, and Abilities:**

The Executive Vice President will have a working knowledge of seed certification programs. This may include state, regional and national. The ability to communicate effectively with people in written and verbal form is essential.

**Required Qualifications:**

The Executive Vice President shall have a BS degree in agriculture or related field and 3-5 years' experience in association management.

**Preferred Qualifications:**

The Executive Vice President will have a MS degree or equivalent degree in agriculture or have worked in a managerial role in seed certification for 5 or more years and have knowledge of the seed industry.

**Salary:** \$105,000-\$125,000 annually. Salary will be commensurate with experience.

**Benefits:** Standard medical and dental, PERSI retirement, use of company vehicle, phone allowance

**Position Availability:**

This position is available November 1, 2022.

**Application Procedure:**

Please send current professional resume, a letter of application addressing your qualifications and experience as related to the scope and responsibilities of the position (including a statement of seed industry experience, management experience, and evidence of effective leadership and communications skills), and arrange to have three letters of recommendation set to:

Chair of Search Committee  
Brad Chambers  
9178 Lakeshore Dr  
Nampa, Idaho 83686  
bradchambers@swseedco.com

Applications will be considered until the position is filled. However, applicants should submit applications by September 1, 2022, for full consideration. Please direct all questions concerning this position to Chair of Search Committee. General association information is available at [www.idahocrop.com](http://www.idahocrop.com).