

## **NCAE Chief Executive Officer Job Description**

Position/Title: President & CEO, National Council of Agricultural Employers (NCAE)

Reports to: Elected Chair of NCAE and the NCAE Board of Directors respectively

Location: 525 9th Street NW, Suite 800, Washington, DC 20004  
(NCAE is a Washington, DC based association)

The primary duties of the Chief Executive Officer (President & CEO) of NCAE will revolve around Member care, Membership and financial growth, federal advocacy, and communications relative to issues of importance to agricultural employers:

- Represent agricultural employers before appropriate federal government entities, the public, media, and both allied or competitive groups in Washington DC.
- Direct advocacy/lobbying on agricultural employer issues. Proactively identify issues which threaten and/or provide opportunities to agricultural employers and provide leadership in developing responses and solutions to such threats and opportunities.
- Direct development of advocacy strategies and industry positions on legislation, regulation, litigation, and any governmental activity that might impact agricultural employers.
- Member relations, Member and Membership stewardship, and both Membership and fiscal growth.
- Manage all communication strategies:
  - Outreach, media contacts, and writing for trade or other publications.
  - Maintain significant and regular communications with NCAE Members, allies, potential Members, and others via multiple outlets including but not limited to weekly News Briefs, social media, regular public speaking, and publication of articles for trade media.
  - Outreach with the wider agricultural employer community to increase scope, influence, and Membership of NCAE.
- Manage NCAE staff, contractors, and overall business & financial processes including reporting and compliance documentation.
- Coordinate communications with Association Members and with other trade associations, regulators, legislators and the public to assure and manage positioning of NCAE in the agricultural employer field.

- Cultivate relationships with other trade associations, elected Federal Government Officials and Federal Government Agencies and the public to maintain visibility and cultivate an image of the association which is consistent with the interest and mission of NCAE.

Specific Duties Include:

#### Staff Management

- Manage the Association's staff, including hiring, terminating, and employee salary and benefits management.
- Perform annual performance review for each employee.

#### Financial Management

- Coordinate and manage the organization's budgeting process and bottom-line financial results.
- Manage dues collection process.
- Approve all expenditures.
- Prepare annual budgets for NCAE Board approval and maintain regular transparent financial communication with leadership and Members.
- Overall financial stewardship including fundraising, on-the-fly budget adjustments, striving for maximum productivity of every dollar spent, and constant financial leadership to the maintain solvency of NCAE.

#### Administrative

- Oversight and performance accountability for all office and contractor performance.
- Coordinate occupancy and maintenance of the NCAE office in Washington, DC.
- Coordinate with the Association's meeting planning for the NCAE Annual Meeting, in-person Executive Committee/Board meetings, Congressional Fly-Ins, Labor Forums, and any other meetings of the organization.
- Manage setting the agenda and securing speakers for the NCAE Annual Meeting and Labor Forums.
- Responsible for leading the Board and Membership in both long and short term business, meetings, governance, and strategic planning for the association.
- Responsible for proper and timely execution of all leases, contracts, and other agreements and compliance documentation required for the proper management of a national association.

The President & CEO must be available for travel and for participation in meetings/events both in DC and offsite, including some evenings and weekends.