

Position Announcement for Executive Director, United Braford Breeders

Interested candidates should contact the search committee chairman, Rodney Roberson
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United Braford Breeders (UBB), an association of beef cattle breeders, seeks a qualified and motivated individual to provide association management and leadership for their organization.

This is a full-time position. Starting date is flexible. Salary is commensurate with qualifications and experience. Physical location of the person shall be relatively flexible as long as person resides in the south – preferably in one of the Gulf States.

Perform such duties as delegated by the elected Board of Directors. Instructions and directions to the Executive Director shall primarily be channeled through the association president.

Responsibilities: To provide all member services usual and necessary for the conduct of a beef cattle breed association including but not limited to the following:

- Maintain the herdbook and ownership records of cattle in the association. Registration work is outsourced through an established relationship using custom software. Provide primary oversight of registration activity and be ultimately responsible for the integrity of the registry.
- Maintain and continuously monitor the financial records of the association. Some accounting knowledge and Quickbooks experience would be highly beneficial. Effectively communicate with the UBB's Treasurer and accountant and periodically provide current, standard financial reports to the Board of Directors.
- Maintain and keep current the UBB's website.
- Maintain a UBB presence in social media including but not limited to Facebook.
- Assist in the genetic advancement of the breed through the association's performance evaluation program. Continuously strive to educate breeders on the value of EPDs while providing breeders with support in proper reporting that yields more robust EPDs.
- Effectively communicate with the membership in person, by phone and electronically. A regular, electronic newsletter to communicate with the membership is essential.
- Edit, sell advertising for and procure editorial material for the association's publication, *Braford News*, which is published 4 times each year. Layout and design is outsourced.
- Plan and help conduct the association's annual general membership meeting.
- Provide support for UBB committees. Encourage and cultivate committee participation.
- Conduct the official correspondence of the association.
- Assist in planning and conducting meetings and activities of the association.
- Represent the UBB at trade shows and other meetings/events that offer economically feasible exposure benefits to the organization.
- Assist responsible committees in planning, promoting and conducting the association's Advancing the Breed sales. Provide support at Braford production and consignment sales.
- Attend and assist at major UBB sanctioned open and junior shows. Attendance at all shows is not expected.